



# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service**

### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: **<http://www.GSAAdvantage.gov>**.

### **Consolidated Schedule**

**Contract Number: GS-00F-0026Y**

**Business Size: Large Business**

**Contract Period:**

Year 12 (Option Period 2)	July 1, 2012 – October 14, 2012
Year 13 (Option Period 2)	October 15, 2012 – October 14, 2013
Year 14 (Option Period 2)	October 15, 2013 – October 14, 2014
Year 15 (Option Period 2)	October 15, 2014 – October 14, 2015

**Pricelist current through Modification # PS-0011, dated June 24, 2014**

**SpecPro, Incorporated**  
12500 San Pedro Avenue, Suite 670  
San Antonio, TX 78216  
(210) 494-4282 Office  
(210) 341-3109 Fax  
[www.specpro-inc.com](http://www.specpro-inc.com)



## **CUSTOMER INFORMATION:**

1. **Table of Awarded Special Item Number(s):**

*Environmental:*

*C899-1 - Environmental Consulting Services  
C899-1RC – Environmental Consulting Services (Recovery Act Purchasing)  
C899-7 – Geographic Information System Services  
C899-7RC - Geographic Information System Services (Recovery Act Purchasing)  
C899-8, Remediation and Reclamation Services  
C899-8RC – Remediation and Reclamation Services (Recovery Act Purchasing)*

*Logistics:*

*C874-501 – Supply and Value Chain Management  
C874-501RC – Supply and Value Chain Management (Recovery Act Purchasing)*

*Information Technology (IT) Professional Services:*

*C 132-51 Information Technology Professional Services  
C132-51 (STLOC) – Information Technology Professional Services (State and Local)*

2. **Maximum Order for all SINs except SINs C132-51 and C132-51 (STLOC):** \$1,000,000.00  
**Maximum Order for SINs C132-51 and C132-51 (STLOC):** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Prices shown are NET Prices; Basic Discounts have been deducted
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days
- 9.
- a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
  - b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11.
- a. **Time of Delivery:** Specified on the Task Order
  - b. **Expedited Delivery:** Contact Contractor
  - c. **Overnight and 2-day delivery:** Contact Contractor
  - d. **Urgent Requirements:** Contact Contractor



12. **F.O.B Points(s):** Destination
13.
  - a. **Ordering Address(es):** Same as Contractor
  - b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** SpecPro, Inc.  
7067 Old Madison Pike, Suite 170  
Huntsville, AL 35806
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20.
  - a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
  - b. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
24.
  - a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
  - b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Numbering System (DUNS) number:** 940900061
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered



*Specialized Professionals for Every Need*

## PRICELIST

		Year 12	Year 12	Year 13	Year 13	Year 14	Year 14	Year 15	Year 15
<b>SIN</b>	<b>GSA Labor Category Title</b>	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site
C874-501, C874-501RC	Program Manager	\$102.54	\$127.56	\$105.62	\$131.39	\$108.78	\$135.33	\$112.05	\$139.39
C874-501, C874-501RC	Administrator, Contract	\$65.73	\$81.77	\$67.70	\$84.22	\$69.73	\$86.75	\$71.82	\$89.35
C874-501, C874-501RC	Analyst, Computer Systems	\$65.73	\$81.77	\$67.70	\$84.22	\$69.73	\$86.75	\$71.82	\$89.35
C874-501, C874-501RC	Analyst, Cost/Price	\$76.25	\$94.85	\$78.54	\$97.70	\$80.89	\$100.63	\$83.32	\$103.65
C874-501, C874-501RC	Analyst, Financial Systems	\$65.73	\$81.77	\$67.70	\$84.22	\$69.73	\$86.75	\$71.82	\$89.35
C874-501, C874-501RC	Analyst, Military, Level 1	\$65.34	\$81.28	\$67.30	\$83.72	\$69.32	\$86.23	\$71.40	\$88.82
C874-501, C874-501RC	Analyst, Military, Level 2	\$84.14	\$104.67	\$86.66	\$107.81	\$89.26	\$111.04	\$91.94	\$114.38
C874-501, C874-501RC	Analyst, Operations Research, Level 2	\$92.02	\$114.48	\$94.78	\$117.91	\$97.62	\$121.45	\$100.55	\$125.10
C874-501, C874-501RC	Analyst, Operations Research, Level 3	\$106.04	\$131.91	\$109.22	\$135.87	\$112.50	\$139.94	\$115.87	\$144.14
C874-501, C874-501RC	Analyst, Procurement	\$89.76	\$111.67	\$92.45	\$115.02	\$95.23	\$118.47	\$98.08	\$122.02
C874-501, C874-501RC	Analyst Program Level 2	\$84.14	\$77.32	\$86.66	\$79.64	\$89.26	\$82.03	\$91.94	\$84.49
C874-501, C874-501RC	Analyst Program Level 1	\$62.16	\$104.67	\$64.02	\$107.81	\$65.95	\$111.04	\$67.92	\$114.38
C874-501, C874-501RC	Analyst, Resources System	\$89.88	\$110.30	\$92.58	\$113.61	\$95.35	\$117.02	\$98.21	\$120.53
C874-501, C874-501RC	Analyst, Training, Level 1	\$49.30	\$61.33	\$50.78	\$63.17	\$52.30	\$65.06	\$53.87	\$67.02
C874-501, C874-501RC	Analyst, Training, Level 2	\$66.68	\$82.95	\$68.68	\$85.44	\$70.74	\$88.00	\$72.86	\$90.64
C874-501, C874-501RC	Analyst, Training, Level 3	\$84.14	\$104.67	\$86.66	\$107.81	\$89.26	\$111.04	\$91.94	\$114.38
C874-501, C874-501RC	Coordinator, Project Task Leader	\$85.45	\$106.30	\$88.01	\$109.49	\$90.65	\$112.77	\$93.37	\$116.16
C874-501, C874-501RC	Engineer, Chief	\$109.11	\$135.74	\$112.38	\$139.81	\$115.75	\$144.01	\$119.23	\$148.33
C874-501, C874-501RC	Engineer, Electronics, Level 1	\$60.13	\$74.80	\$61.93	\$77.04	\$63.79	\$79.36	\$65.71	\$81.74
C874-501, C874-501RC	Engineer, Electronics, Level 2	\$88.47	\$110.06	\$91.12	\$113.36	\$93.86	\$116.76	\$96.67	\$120.27
C874-501, C874-501RC	Engineer, Electronics, Level 3	\$94.13	\$117.10	\$96.95	\$120.61	\$99.86	\$124.23	\$102.86	\$127.96
C874-501, C874-501RC	Engineer, Manufacturing	\$91.03	\$113.24	\$93.76	\$116.64	\$96.57	\$120.14	\$99.47	\$123.74
C874-501, C874-501RC	Engineer, Production	\$101.12	\$125.80	\$104.15	\$129.57	\$107.28	\$133.46	\$110.50	\$137.47
C874-501, C874-501RC	Engineer, Project	\$87.50	\$108.85	\$90.13	\$112.12	\$92.83	\$115.48	\$95.61	\$118.94
C874-501, C874-501RC	Engineer, Quality	\$96.60	\$120.17	\$99.50	\$123.78	\$102.48	\$127.49	\$105.56	\$131.31
C874-501, C874-501RC	Engineer, Reliability/Maintainability	\$78.88	\$98.13	\$81.25	\$101.07	\$83.68	\$104.11	\$86.19	\$107.23



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C874-501, C874-501RC	Engineer, Safety	\$85.45	\$106.30	\$88.01	\$109.49	\$90.65	\$112.77	\$93.37	\$116.16
C874-501, C874-501RC	Engineer, Systems, Level 1	\$60.47	\$75.23	\$62.28	\$77.49	\$64.15	\$79.81	\$66.08	\$82.21
C874-501, C874-501RC	Engineer, Systems, Level 2	\$88.47	\$110.06	\$91.12	\$113.36	\$93.86	\$116.76	\$96.67	\$120.27
C874-501, C874-501RC	Engineer, Test	\$106.27	\$132.21	\$109.46	\$136.18	\$112.74	\$140.26	\$116.12	\$144.47
C874-501, C874-501RC	Scientist, Research, Level 2	\$73.33	\$91.22	\$75.53	\$93.96	\$77.80	\$96.78	\$80.13	\$99.68
C874-501, C874-501RC	Scientist, Research, Level 3	\$81.98	\$101.99	\$84.44	\$105.05	\$86.97	\$108.20	\$89.58	\$111.45
C874-501, C874-501RC	Specialist, Quality Assurance	\$93.10	\$115.82	\$95.89	\$119.29	\$98.77	\$122.87	\$101.73	\$126.56
C874-501, C874-501RC	Specialist, Training	\$66.68	\$85.44	\$68.68	\$88.00	\$70.74	\$90.64	\$72.86	\$93.36
C874-501, C874-501RC	Dispatcher, Motor Vehicle	\$33.06	\$40.77	\$34.05	\$41.99	\$35.07	\$43.25	\$36.13	\$44.55
C874-501, C874-501RC	Document Preparation Clerk	\$26.83	\$32.90	\$27.63	\$33.89	\$28.46	\$34.90	\$29.32	\$35.95
C874-501, C874-501RC	Messenger (Courier)	\$26.39	\$32.34	\$27.18	\$33.31	\$28.00	\$34.31	\$28.84	\$35.34
C874-501, C874-501RC	Order Clerk I	\$25.49	\$31.20	\$26.25	\$32.14	\$27.04	\$33.10	\$27.85	\$34.09
C874-501, C874-501RC	Order Clerk II	\$27.45	\$33.68	\$28.27	\$34.69	\$29.12	\$35.73	\$30.00	\$36.80
C874-501, C874-501RC	Scheduler, Maintenance	\$31.46	\$38.75	\$32.40	\$39.91	\$33.38	\$41.11	\$34.38	\$42.34
C874-501, C874-501RC	Secretary III	\$38.26	\$47.36	\$39.41	\$48.78	\$40.59	\$50.24	\$41.81	\$51.75
C874-501, C874-501RC	Secretary II	\$34.73	\$42.89	\$35.77	\$44.18	\$36.85	\$45.50	\$37.95	\$46.87
C874-501, C874-501RC	Secretary I	\$31.46	\$38.75	\$32.40	\$39.91	\$33.38	\$41.11	\$34.38	\$42.34
C874-501, C874-501RC	Supply Technician	\$41.78	\$51.82	\$43.03	\$53.37	\$44.32	\$54.98	\$45.65	\$56.63
C874-501, C874-501RC	Computer Systems Analyst I	\$51.54	\$64.17	\$53.09	\$66.10	\$54.68	\$68.08	\$56.32	\$70.12
C874-501, C874-501RC	Computer Systems Analyst II	\$56.49	\$70.43	\$58.18	\$72.54	\$59.93	\$74.72	\$61.73	\$76.96
C874-501, C874-501RC	Computer Systems Analyst III	\$67.89	\$84.86	\$69.93	\$87.41	\$72.02	\$90.03	\$74.19	\$92.73
C874-501, C874-501RC	Motor Vehicle Mechanic	\$42.09	\$52.21	\$43.35	\$53.78	\$44.65	\$55.39	\$45.99	\$57.05
C874-501, C874-501RC	Fuel Distribution Operator	\$33.64	\$41.51	\$34.65	\$42.76	\$35.69	\$44.04	\$36.76	\$45.36
C874-501, C874-501RC	Material Expediter	\$35.99	\$44.48	\$37.07	\$45.81	\$38.18	\$47.19	\$39.33	\$48.60
C874-501, C874-501RC	Material Handling Laborer	\$24.62	\$30.10	\$25.36	\$31.00	\$26.12	\$31.93	\$26.90	\$32.89
C874-501, C874-501RC	Order Filler	\$24.94	\$30.51	\$25.69	\$31.43	\$26.46	\$32.37	\$27.25	\$33.34
C874-501, C874-501RC	Forklift Operator	\$29.17	\$35.85	\$30.05	\$36.93	\$30.95	\$38.03	\$31.87	\$39.17
C874-501, C874-501RC	Shipping/Receiving Clerk	\$28.22	\$34.66	\$29.07	\$35.70	\$29.94	\$36.77	\$30.84	\$37.87



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C874-501, C874-501RC	Shipping Packer	\$28.97	\$35.61	\$29.84	\$36.68	\$30.73	\$37.78	\$31.66	\$38.91
C874-501, C874-501RC	Store Worker I	\$24.17	\$29.53	\$24.90	\$30.42	\$25.64	\$31.33	\$26.41	\$32.27
C874-501, C874-501RC	Stock Clerk(Shelf Stocker, Store Worker II)	\$28.91	\$35.53	\$29.78	\$36.60	\$30.67	\$37.69	\$31.59	\$38.82
C874-501, C874-501RC	Tools and Parts Attendant	\$29.75	\$36.59	\$30.64	\$37.69	\$31.56	\$38.82	\$32.51	\$39.98
C874-501, C874-501RC	Warehouse Specialist	\$29.00	\$35.64	\$29.87	\$36.71	\$30.77	\$37.81	\$31.69	\$38.94
C874-501, C874-501RC	Heavy Equipment Mechanic	\$40.23	\$49.85	\$41.44	\$51.35	\$42.68	\$52.89	\$43.96	\$54.47
C874-501, C874-501RC	Heavy Equipment Operators	\$40.33	\$49.98	\$41.54	\$51.48	\$42.79	\$53.02	\$44.07	\$54.61
C874-501, C874-501RC	Machinery Maintenance Mechanics	\$37.23	\$46.06	\$38.35	\$47.44	\$39.50	\$48.87	\$40.68	\$50.33
C874-501, C874-501RC	Rigger	\$42.52	\$52.76	\$43.80	\$54.34	\$45.11	\$55.97	\$46.46	\$57.65
C874-501, C874-501RC	Woodworkers	\$30.04	\$36.95	\$30.94	\$38.06	\$31.87	\$39.20	\$32.83	\$40.38
C874-501, C874-501RC	Blocker and Bracer	\$36.52	\$45.16	\$37.62	\$46.51	\$38.74	\$47.91	\$39.91	\$49.35
C874-501, C874-501RC	Hatch Tender	\$36.52	\$45.16	\$37.62	\$46.51	\$38.74	\$47.91	\$39.91	\$49.35
C874-501, C874-501RC	Line Handler	\$36.52	\$45.16	\$37.62	\$46.51	\$38.74	\$47.91	\$39.91	\$49.35
C874-501, C874-501RC	Stevedore I	\$34.33	\$42.39	\$35.36	\$43.66	\$36.42	\$44.97	\$37.51	\$46.32
C874-501, C874-501RC	Stevedore II	\$38.74	\$47.97	\$39.90	\$49.41	\$41.10	\$50.89	\$42.33	\$52.42
C874-501, C874-501RC	Drafter I	\$33.47	\$41.30	\$34.47	\$42.54	\$35.51	\$43.82	\$36.57	\$45.13
C874-501, C874-501RC	Drafter II	\$36.97	\$45.72	\$38.08	\$47.09	\$39.22	\$48.50	\$40.40	\$49.96
C874-501, C874-501RC	Drafter III	\$43.90	\$54.50	\$45.22	\$56.14	\$46.57	\$57.82	\$47.97	\$59.55
C874-501, C874-501RC	Drafter IV	\$52.40	\$65.26	\$53.97	\$67.22	\$55.59	\$69.23	\$57.26	\$71.31
C874-501, C874-501RC	Graphic Artist	\$48.08	\$59.79	\$49.52	\$61.58	\$51.01	\$63.43	\$52.54	\$65.33
C874-501, C874-501RC	Instructor	\$42.67	\$52.94	\$43.95	\$54.53	\$45.27	\$56.16	\$46.63	\$57.85
C874-501, C874-501RC	Technical Writer	\$54.39	\$67.77	\$56.02	\$69.80	\$57.70	\$71.90	\$59.43	\$74.05
C874-501, C874-501RC	Bus Driver	\$32.87	\$40.54	\$33.86	\$41.76	\$34.87	\$43.01	\$35.92	\$44.30
C874-501, C874-501RC	Shuttle Bus Driver	\$30.52	\$37.56	\$31.44	\$38.69	\$32.38	\$39.85	\$33.35	\$41.04
C874-501, C874-501RC	Truck Driver, Light Truck	\$30.52	\$37.56	\$31.44	\$38.69	\$32.38	\$39.85	\$33.35	\$41.04
C874-501, C874-501RC	Truck Driver, Medium Truck	\$32.10	\$39.57	\$33.06	\$40.76	\$34.05	\$41.98	\$35.08	\$43.24
C874-501, C874-501RC	Truck Driver, Heavy Truck	\$33.81	\$41.73	\$34.82	\$42.98	\$35.87	\$44.27	\$36.95	\$45.60
C874-501, C874-501RC	Truck Driver, Tractor-Trailer	\$33.36	\$41.17	\$34.36	\$42.41	\$35.39	\$43.68	\$36.45	\$44.99



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C874-501, C874-501RC	Communications/Networking Engineer I	\$57.86	N/A	\$59.60	N/A	\$61.38	N/A	\$63.23	N/A
C874-501, C874-501RC	Communications/Networking Engineer II	\$74.79	N/A	\$77.03	N/A	\$79.34	N/A	\$81.73	N/A
C874-501, C874-501RC	Communications/Networking Engineer III	\$89.13	N/A	\$91.80	N/A	\$94.56	N/A	\$97.39	N/A
C132- 51, C132-51STLOC	Subject Matter Expert V	\$201.30	N/A	\$207.34	N/A	\$213.56	N/A	\$219.97	N/A
C132- 51, C132-51STLOC	Computer Equipment Specialist	\$36.13	N/A	\$37.21	N/A	\$38.33	N/A	\$39.48	N/A
C132- 51, C132-51STLOC	Computer Graphics Artist	\$41.62	N/A	\$42.87	N/A	\$44.15	N/A	\$45.48	N/A
C132- 51, C132-51STLOC	Computer Operator II	\$29.74	N/A	\$30.63	N/A	\$31.55	N/A	\$32.50	N/A
C132- 51, C132-51STLOC	Computer Operator III	\$36.82	N/A	\$37.92	N/A	\$39.06	N/A	\$40.23	N/A
C132- 51, C132-51STLOC	Computer Operator IV	\$40.07	N/A	\$41.27	N/A	\$42.51	N/A	\$43.79	N/A
C132- 51, C132-51STLOC	Computer Operator V	\$42.97	N/A	\$44.26	N/A	\$45.59	N/A	\$46.95	N/A
C132- 51, C132-51STLOC	Computer Support Analyst I	\$32.37	N/A	\$33.34	N/A	\$34.34	N/A	\$35.37	N/A
C132- 51, C132-51STLOC	Computer System Specialist Senior	\$45.73	N/A	\$47.10	N/A	\$48.51	N/A	\$49.97	N/A
C132- 51, C132-51STLOC	Data Analyst Programmer	\$50.17	N/A	\$51.68	N/A	\$53.23	N/A	\$54.82	N/A
C132- 51, C132-51STLOC	Data Analyst	\$34.23	N/A	\$35.26	N/A	\$36.31	N/A	\$37.40	N/A
C132- 51, C132-51STLOC	Network Administrator II	\$71.15	N/A	\$73.28	N/A	\$75.48	N/A	\$77.75	N/A
C132- 51, C132-51STLOC	Help Desk Specialist I	\$36.39	N/A	\$37.48	N/A	\$38.61	N/A	\$39.76	N/A
C132- 51, C132-51STLOC	Help Desk Specialist III	\$42.55	N/A	\$43.83	N/A	\$45.14	N/A	\$46.50	N/A
C132- 51, C132-51STLOC	LAN Administrator	\$51.80	N/A	\$53.35	N/A	\$54.95	N/A	\$56.60	N/A
C132- 51, C132-51STLOC	Desktop & PC Tech II	\$41.81	N/A	\$43.06	N/A	\$44.36	N/A	\$45.69	N/A
C132- 51, C132-51STLOC	Computer Programmer II	\$46.25	N/A	\$47.64	N/A	\$49.07	N/A	\$50.54	N/A
C132- 51, C132-51STLOC	Computer Programmer III	\$55.74	N/A	\$57.41	N/A	\$59.13	N/A	\$60.91	N/A
C132- 51, C132-51STLOC	Computer Programmer IV	\$60.96	N/A	\$62.79	N/A	\$64.67	N/A	\$66.61	N/A
C132- 51, C132-51STLOC	Information Management Supervisor III	\$80.05	N/A	\$82.45	N/A	\$84.93	N/A	\$87.47	N/A
C132- 51, C132-51STLOC	Information Management Supervisor II	\$71.15	N/A	\$73.28	N/A	\$75.48	N/A	\$77.75	N/A
C132- 51, C132-51STLOC	Systems Administrator	\$57.81	N/A	\$59.54	N/A	\$61.33	N/A	\$63.17	N/A
C132- 51, C132-51STLOC	Sr. Systems Analyst Applications	\$76.91	N/A	\$79.22	N/A	\$81.59	N/A	\$84.04	N/A
C132- 51, C132-51STLOC	Systems Engineer	\$55.14	N/A	\$56.79	N/A	\$58.50	N/A	\$60.25	N/A



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		Year 12	Year 12	Year 13	Year 13	Year 14	Year 14	Year 15	Year 15
<b>SIN</b>	<b>GSA Labor Category Title</b>	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site
C132- 51, C132-51STLOC	Systems Development Specialist	\$62.27	N/A	\$64.14	N/A	\$66.06	N/A	\$68.04	N/A
C132- 51, C132-51STLOC	Systems Development Engineer	\$64.75	N/A	\$66.69	N/A	\$68.69	N/A	\$70.75	N/A
C132- 51, C132-51STLOC	Sr. Systems Engineer	\$76.91	N/A	\$79.22	N/A	\$81.59	N/A	\$84.04	N/A
C132- 51, C132-51STLOC	Web Programmer I	\$46.25	N/A	\$47.64	N/A	\$49.07	N/A	\$50.54	N/A
C132- 51, C132-51STLOC	Website Designer	\$52.26	N/A	\$53.83	N/A	\$55.44	N/A	\$57.11	N/A
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Principal/Senior Program Manager	\$126.36	\$148.84	\$130.15	\$153.31	\$134.06	\$157.90	\$138.08	\$162.64
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Senior Project Manager	\$103.73	\$122.18	\$106.84	\$125.85	\$110.05	\$129.62	\$113.35	\$133.51
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Project Manager/Group Leader	\$92.45	\$108.90	\$95.22	\$112.17	\$98.08	\$115.53	\$101.02	\$119.00
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Assistant Project Manager/Field Superintendent Foreman	\$64.16	\$75.58	\$66.08	\$77.85	\$68.07	\$80.18	\$70.11	\$82.59
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Senior Environmental Engineer/Group Leader	\$67.87	\$79.95	\$69.91	\$82.35	\$72.00	\$84.82	\$74.16	\$87.36
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Project Environmental Engineer	\$65.88	\$77.60	\$67.86	\$79.93	\$69.89	\$82.33	\$71.99	\$84.80
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Associate Environmental Engineer	\$44.86	\$52.84	\$46.21	\$54.43	\$47.59	\$56.06	\$49.02	\$57.74
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Senior Chemical/Civil/Mechanical Engineer	\$100.38	\$118.23	\$103.39	\$121.78	\$106.49	\$125.43	\$109.69	\$129.19
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Project Chemical/Civil/Mechanical Engineer	\$68.97	\$81.24	\$71.04	\$83.68	\$73.17	\$86.19	\$75.37	\$88.77



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		Year 12	Year 12	Year 13	Year 13	Year 14	Year 14	Year 15	Year 15
<b>SIN</b>	<b>GSA Labor Category Title</b>	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site	Govt.-Site	Contractor Site
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Health and Safety Specialist	\$87.39	\$102.93	\$90.01	\$106.02	\$92.71	\$109.20	\$95.49	\$112.47
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Senior Environmental Technician	\$54.78	\$64.52	\$56.42	\$66.46	\$58.12	\$68.45	\$59.86	\$70.50
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Environmental Technician	\$48.41	\$57.02	\$49.86	\$58.73	\$51.36	\$60.49	\$52.90	\$62.31
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Jr. Environmental Technician/Analyst	\$35.42	\$41.72	\$36.48	\$42.97	\$37.58	\$44.26	\$38.70	\$45.59
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Hazardous Material Handler	\$48.41	\$57.02	\$49.86	\$58.73	\$51.36	\$60.49	\$52.90	\$62.31
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Jr. Hazardous Material Handler	\$32.86	\$38.71	\$33.85	\$39.87	\$34.86	\$41.07	\$35.91	\$42.30
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	EOD Specialist/Supervisor	\$64.65	\$76.15	\$66.59	\$78.43	\$68.59	\$80.79	\$70.64	\$83.21
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Sr Environmental Information Specialist	\$67.90	\$79.98	\$69.94	\$82.38	\$72.04	\$84.85	\$74.20	\$87.40
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Environmental Information Specialist	\$55.37	\$65.22	\$57.03	\$67.18	\$58.74	\$69.19	\$60.50	\$71.27
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Jr. Environmental Information Specialist	\$48.26	\$56.84	\$49.71	\$58.55	\$51.20	\$60.30	\$52.74	\$62.11
C899-1, C899-1RC, C899-7, C899-7RC, C899-8, C899-8RC	Technical Writer (Env)	\$55.24	\$65.07	\$56.90	\$67.02	\$58.60	\$69.03	\$60.36	\$71.10



## **SCA MATRIX**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	05-2521
Document Preparation Clerk	01070 - Document Preparation Clerk	05-2521
Messenger (Courier)	01141 - Messenger (Courier)	05-2521
Order Clerk I	01191 - Order Clerk I	05-2521
Order Clerk II	01192 - Order Clerk II	05-2521
Scheduler, Maintenance	01300 - Scheduler, Maintenance	05-2521
Secretary III	01313 - Secretary III	05-2521
Secretary II	01312 - Secretary II	05-2521
Secretary I	01311 - Secretary I	05-2521
Supply Technician	01410 - Supply Technician	05-2521
Computer Systems Analyst I	14101 - Computer Systems Analyst I	05-2521
Computer Systems Analyst II	14102 - Computer Systems Analyst II	05-2521
Computer Systems Analyst III	14103 - Computer Systems Analyst III	05-2521
Motor Vehicle Mechanic	05190 - Motor Vehicle Mechanic	05-2521
Fuel Distribution Operator	23312 - Fuel Distribution System Operator	05-2521
Material Expediter	21040 - Material Expediter	05-2521
Material Handling Laborer	21050 - Material Handling Laborer	05-2521
Order Filler	21071 - Order Filler	05-2521
Forklift Operator	21020 - Forklift Operator	05-2521
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	05-2521
Shipping Packer	21110 - Shipping Packer	05-2521
Store Worker I	21140 - Store Worker I	05-2521
Stock Clerk(Shelf Stocker, Store Worker II)	21150 - Stock Clerk	05-2521
Tools and Parts Attendant	21210 - Tools and Parts Attendant	05-2521
Warehouse Specialist	21410 - Warehouse Specialist	05-2521
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	05-2521
Heavy Equipment Operators	23440 - Heavy Equipment Operators	05-2521
Machinery Maintenance Mechanics	23530 - Machinery Maintenance Mechanic	05-2521
Rigger	23850 – Rigger	05-2521
Woodworkers	23980 – Woodworker	05-2521
Blocker and Bracer	29010 - Blocker and Bracer	05-2521
Hatch Tender	29020 - Hatch Tender	05-2521



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Line Handler	29030 - Line Handler1	05-2521
Stevedore I	29041 - Stevedore I	05-2521
Stevedore II	29042 - Stevedore II	05-2521
Drafter I	30061 - Drafter/CAD Operator I	05-2521
Drafter II	30062 - Drafter/CAD Operator II	05-2521
Drafter III	30063 - Drafter/CAD Operator III	05-2521
Drafter IV	30064 - Drafter/CAD Operator IV	05-2521
Graphic Artist	15080 - Graphic Artist	05-2521
Instructor 1	5090 - Technical Instructor	05-2521
Technical Writer	30461 - Technical Writer I	05-2521
Bus Driver	31030 - Bus Driver	05-2521
Shuttle Bus Driver	31290 - Shuttle Bus Driver	05-2521
Truckdriver, Light Truck	31361 - Truckdriver, Light Truck	05-2521
Truckdriver, Medium Truck	31362 - Truckdriver, Medium Truck	05-2521
Truckdriver, Heavy Truck	31363 - Truckdriver, Heavy Truck	05-2521
Truckdriver, Tractor-Trailer	31364 - Truckdriver, Tractor-Trailer	05-2521
Associate Env/Scientist/Specialist	30090 – Environmental Technician	05-2521
Environmental Technician	30090 – Environmental Technician	05-2521
Jr. Environmental Technician/Analyst	11210 – Laborer, Grounds Maintenance	05-2521
Hazardous Material Handler	23760 – Painter, Maintenance	05-2521
Jr. Hazardous Material Handler	21050 – Material Handling Laborer	05-2521
Jr. Environmental Information Specialist	01313 – Secretary III	05-2521
Tech Writer (Env)	30462 – Technical Writer II	05-2521
Sr. Administrative Assistant	01313 – Secretary III	05-2521
Administrative Assistant	01113 – General Clerk III	05-2521
Sr. Clerk	01112 – General Clerk I I	05-2521
Clerk	01111 – General Clerk I	05-2521



## **LABOR CATEGORY DESCRIPTIONS**

### **Principal/Senior Program Manager**

#### **Duties:**

Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer, the Contracting Officer's Representative, government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, and goals of the organization to subordinates. Shall be responsible for the overall contract performance.

#### **Requirements:**

Minimum of fifteen years' experience in environmental project management, at least five of which are at the Program Manager level.

#### **Education:**

M.S./M.A. preferred, B.S./B.A. degree in Engineering or Science discipline

### **Program Manager**

#### **Duties:**

The program manager organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The program manager is responsible for all overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The program manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The program manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The program manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as engineering, application program and systems development. The program manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The program manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints. The program manager reports orally and in writing to the Director/Contractor Management and government representatives. In the absence of a Director, the program manager may also serve as the Contractor's authorized interface with the Government Contracting Officer, the



Contracting Officer's Representative/Technical Representative (*CORICOTR*), government management personnel and agency representatives and is authorized to negotiate and make decisions binding on the Contractor.

Serves as the contractor's day to day manager, and shall be authorized to interface with the Government Contracting Officer, the Contracting Officer's Representative, government management personnel and customer agency representatives for purposes of scope clarification. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, and goals of the organization to subordinates.

**Requirements:**

Minimum of ten years' experience managing system design, development testing, implementation, integration, or operations and maintenance efforts. Must be able to effectively employ contemporary project management tools.

Minimum of ten years' experience in environmental project management.

**Education:**

Bachelor's Degree in Engineering, Business or other related scientific or technical discipline.

M.S. / M.A. preferred

**Contracts Administrator**

**Duties:**

Administers contract from award through contract closeout or termination. Reviews each contractor's performance to contractual requirements. Monitors contractor progress to ensure compliance with the contract. Maintains extensive personal contact with contractor managerial officials and the Government requirement activity. Evaluates such items as contractor's compliance with contract clause-terms and conditions, price and delivery readjustments, excusable delays, mutual mistakes. Evaluates entitlements of contractor claims arising out of contracts.

**Requirements:**

Minimum of 5 years of experience in Government contracting or related experience in government contracting in the corporate arena. Shall have a thorough knowledge of DoD and other regulations and directives.

**Education:**

Shall have a Bachelor's degree or higher in business or a business related discipline from an accredited college or university.

**Analyst, Computer Systems****Duties:**

Prepares and reviews test plans, procedures, and reports for new or revised computer programs. Installs and configures both hardware and software. Identifies potential testing problems and recommends corrective action. Monitors LAN performance comparing actual to expected results. Prepares LAN related technical documentation.

**Requirements:**

Shall have three years of specialized professional training or specialized experience in the configuration and installation of hardware system. Shall be familiarity with UNIX Based minicomputers and/or IBM compatible personal computers.

**Education:**

Shall have a Bachelor's degree in Engineering or Computer Science

Substitution: An Associate's degree and 6 years of related experience may be substituted for Bachelor's degree

**Analyst, Cost/Price****Duties:**

Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs.

**Requirements:**

Shall have three years' experience in accounting, finance or government contracting experience. Shall be capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures. Shall be capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations.

**Education:**

Successful completion of a full course of study in an accredited college or university leading to a Bachelor's degree or higher in business, accounting, or a business-related discipline.



### **Analyst, Financial Systems**

#### **Duties:**

Uses the agency's automated data processing system to track related program commitments, work processes and accomplishments to budgetary obligations and expenditures, reprogramming actions, and adjustments in budget plans. Identifies quantitative budgetary and financial relationships between all financial systems that support the customer's overall mission as well as external financial systems within DA and DOD organizations. Links financial systems with related systems, e.g. Requisition Systems, Travel Systems, Time Keeping Systems, Project Management Systems, etc.

#### **Requirements:**

Shall have three years of related work experience in public or private sector business/financial management systems, logistic requisition/financial management systems and technical analysis directly related to task area, or shall have four years program experience in major systems engineering. Shall have a professional knowledge of basic legislation, departmental policies, processes, procedures, and regulations that govern budgeting in the employing agency. Shall have knowledge of the agency's automated data processing plans, programs, organizational structure and operations.

#### **Education:**

Shall have a Bachelor's degree or high in Business Administration or Financial Management related disciplines from an accredited college or university.

### **Analyst, Military, Level 1**

#### **Duties:**

Serves as subject matter expert for the development and product of simulator Instructor Utilization Handbooks and other training materials, as required. Uses automated tools in the PC/workstation environment, which include a broad knowledge of database preparation.

#### **Requirements:**

Shall have held various positions as a Staff Officer (Operations preferred) and Commander. Must have specific and detailed knowledge of, or at least sixteen years of experience in the deployment and employment of military combat, combat support, and/or combat service support systems. Must have detailed and specific knowledge of military doctrine and tactics. Shall have a broad understanding of military command relationships at the unified and specified command level and operational force employment. Shall have a broad knowledge of the procurement process, knowledge of Training Aids, Simulations and Simulators, and operational testing.

**Education:**

Shall have completed full course of study in an accredited college or university leading to a Bachelor's degree or higher.

**Analyst, Military, Level 2****Duties:**

Serves as subject matter expert for the development and product of simulator Instructor Utilization Handbooks and other training materials, as required. Uses automated tools in the PC/workstation environment, which include a broad knowledge of database preparation.

**Requirements:**

Shall have specific and detailed knowledge of, and at least 10 years' experience in, the deployment and employment of military combat, combat support, and/or combat service support systems. Shall have detailed and specific knowledge of military doctrine and tactics. Shall have an understanding of the joint planning process. Shall have a broad knowledge of the Military logistics process, Training Aids, Simulations and Simulators. Must have held various positions as a Staff Officer (Operations preferred) and in Unit Leadership.

**Education:**

Shall have completed full course of study in an accredited college or university leading to a Bachelor's degree or higher.

**Analyst, Operations Research, Level 2****Duties:**

Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics; engineering; budget analysis; management and program analysis; computer science; computer specialist and economics. ORSA duties involves developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development and assessment or problem solving techniques. Provide advice and insight about probable effects and alternative solutions to problems. Reviews technical products. Conducts technical analyses and trade off studies. Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature. Designs experiments to support evaluation of management and technical alternatives.

**Requirements:**

Shall have a comprehensive knowledge of all phases of weapon/training/instrumentation system design and life cycle acquisition management. Shall possess demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding, and sustaining weapon/training/instrumentation systems requirements, supporting weapon/training/ instrumentation systems acquisition and conducting independent analysis, validation, verification and accreditation of simulations and models. Shall have at least eight years of specialized operational research experience on weapon systems and/or training/simulation/instrumentation/testing systems development, of which three are current (within that last ten years).

**Education:**

Master's degree in operations research, mathematics, probability, statistics, mathematical logic, engineering or related science.

**Analyst, Operations Research, Level 3****Duties:**

Operations Research Analyst (ORSA) work shares many similarities with other kinds of scientific and analytical work, such as mathematics and mathematical statistics, engineering, budget analysis, management and program analysis, computer science, computer specialist and economics. ORSA duties involves developing analytical methods as well as adapting and modifying techniques from other scientific, technical and analytical disciplines to solve complex problems. ORSA duties involve either research methods development and assessment or problem solving techniques. Other duties include the following: provide advice and insight about probable effects and alternative solutions to problems; review technical products; conduct technical analyses and trade off studies; use mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature; design experiments to support evaluation of management and technical alternatives.

**Requirements:**

Shall have a comprehensive knowledge of all phases of weapon/training/instrumentation system design and life cycle acquisition management. Shall possess demonstrated experience in organizing, directing and leading technical efforts in analyzing, specifying, developing, fielding, and sustaining weapon/training/instrumentation systems requirements, supporting weapon/training/instrumentation systems acquisition and conducting independent analysis, validation, verification and accreditation of simulations and models. Shall have at least ten years of specialized operational research experience on weapon system and or training/simulation/testing systems development, of which three are current (within that last ten years).

**Education:**

Ph.D. degree in operations research, mathematics, probability, statistics, mathematical logic, engineering or related science



## **Analyst, Procurement**

### **Duties:**

Researches policy issues in law, regulation and precedent. Prepares, updates, and presents training courses to government personnel on relevant laws and regulations, as they pertain to procurement. Undertakes all of the administrative requirements necessary to support conferences, working groups, and similar meetings. Conducts surveys, reviews and studies directly related to contracting. Compiles data to assist in preparing briefings, meeting routine reporting requirements and preparing responses to outside inquiries. Performs data input, contract reporting, document control, preparation of contract files, file maintenance and administrative effort related to Freedom of Information Act requests. Evaluates various elements of management information systems available from government and commercial resources, including those currently being utilized. Recommends the most effective management information system tools for the purpose of tracking workload, procurement milestones and other data required for management and reporting. Implements recommended management information system tools. Develops routine applications such as spreadsheets, milestone reports and databases. Interprets regulatory and legal requirements applicable to the acquisition. Deals with contractor and government personnel at all levels.

### **Requirements:**

Shall have six years contracting experience in the corporate or government environment. Shall have knowledge of variety of contracts, contract variations and their uses. Shall have knowledge of commercial business and industrial practices. Shall have knowledge of a diverse range of disciplines such as those performed by project directors, engineers, logisticians, price analysts, legal counsel and financial specialists. Shall have completed a Bachelor's degree or higher from an accredited university in business or a business-related discipline.

Notes: Experience in the corporate arena must have been related to government contracting

### **Education:**

Shall have completed a Bachelor's degree or higher from an accredited university in business or a business related discipline.



### **Analyst, Program, Level 1**

#### **Duties:**

Performs a variety of analyses and studies to evaluate the effectiveness and efficiency of current and planned programs and operations. Maintains records and prepares reports for management concerning one or more of the following: Manpower resources, funding and budget, special study results, trends, problem areas and significant program accomplishments.

#### **Requirements:**

Shall have three years' experience in public or private sector business/financial management, technical analysis or logistics support analysis

#### **Education:**

Must have successfully completed a full course of study in an accredited college or university leading to a Bachelor's degree or higher in Business Management or related disciplines.

Substitutions: An additional two years of experience and an Associate's degree in Business Management or a related discipline may be substituted for the Bachelor's degree. Must have successfully completed a full course of study in an accredited college or university leading to a Bachelor's Degree in Business of Financial Management or related disciplines.

### **Analyst, Program, Level 2**

#### **Duties:**

Performs a variety of analyses and studies to evaluate the effectiveness and efficiency of current and planned programs and operations. Includes analyzing objectives, policies, work operations and progress resource estimates and utilization, intra- and inter- program balances, and other related aspects of operating programs. Develops alternative or connective courses of action in terms of effect on programs. Prepares reports for management concerning conclusions and recommendations of studies and analyses. Provides feedback concerning progress. Interfaces with government personnel. Conducts briefings as necessary.

#### **Requirements:**

Shall have six years of related work experience in public or private sector business/financial management, technical analysis, and shall have two of the six years of experience, which demonstrated a working knowledge of various DoD regulations, standards policies and procedures, related to systems development and acquisition.

**Education:**

Must have successfully completed a full course of study in an accredited college or university leading to a Bachelor's Degree in Business of Financial Management or related disciplines.

Substitutions: An additional two years of specialized experience and an Associate Degree in Business Management or a related discipline may be substituted for the Bachelor's degree.

**Regulatory Analyst****Duties:**

Familiar with applicable environmental laws and regulations, environmental and facility management practices, audit procedures, and technical, scientific, and legal terminologies and concepts. Provide management and policy support for alternative course of action for planning program functions, procedural strategies, and implementation of new programs.

**Requirements:**

Minimum of 2 years' experience in regulatory compliance, environmental planning, and government process.

**Education:**

B.S./B.A. degree or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)

**Analyst, Resources System****Duties:**

Serves as a specialist responsible for automating, planning, coordinating, and compiling complex resource management information in terms of financial, labor, and project data related to budgeting, reporting, procurement, financial management, auditing, ADP, and account procedures and concepts. Trains personnel in the automated resources systems and conducts system changes in automated resource systems and conducts system testing. Manages and maintains all data processed in the accounting, payroll, and project management systems, performs local record keeping and provides customer services for payroll, time keeping, accounting, and project data management. Plans and coordinates the development, summarization, and substantiation of complex resources data affecting numerous business processes. Coordinates the interrelated processing of the financial and project transactions with serviced activities ensuring a smooth flow of input through the standard systems.

**Requirements:**

Shall have six years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area.

**Education:**

Shall have a Bachelor's degree or higher in Business Administration or Financial Management related disciplines from an accredited college or university.

**Analyst, Training, Level 1****Duties:**

Generates training documentation throughout the training acquisition process. Reviews training documentation and analyzes the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements. Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained. Supports project engineers to ensure that engineering solutions and training requirements are compatible. Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained. Supports project logisticians to ensure operator/maintainer training sufficiency is attained. Reviews technology insertion documentation and makes recommendations based upon program training objectives.

**Requirements:**

Shall have a minimum of two years' experience in instructional system design for military applications. Shall have two years' experience in training analysis of military systems.

**Education:**

Successful completion of a Bachelor's degree in Education, Psychology or Instructional Technology from an accredited institution is required.

Substitutions: A total of six years of military/professional experience with military systems, which includes two years of experience performing training analyst duties substantially as described herein, may be substituted for academic requirements.

**Analyst, Training, Level 2****Duties:**

Provides training requirements analysis throughout the training acquisition process. Directs/performs media selection analysis from a training analysis and contributes to the full training system design process beginning with a front-end analysis. Directs/reviews training documentation and analyzes the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to identify those tasks applicable to program baseline requirements. Oversees review of interim training task listings provided by external agencies for the Project Director to ensure baseline requirements are valid. Supports project engineers to ensure that engineering solutions and training requirements are compatible. Reviews developmental designs provided by contractors to ensure training requirements integrity is maintained.



Supports project logisticians to ensure operator/maintainer training sufficiency is attained. Reviews technology insertion documentation and makes recommendations based upon program training objects

**Requirements:**

Shall have demonstrated expertise in instructional system design for military applications. Shall have experience in military training system acquisition. Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior Training Analyst (TA). Shall have four years demonstrated expertise in instructional system design for military applications. Shall have two years' experience in military training system acquisition. Shall be capable of conducting a training system analysis from an overall system through subsystem to lesson specification based upon the design provided by a senior T A.

**Education:**

Education: Successful completion of a Bachelor's degree in education, Psychology or Instructional Technology from an accredited institution is required.

Substitutions: A total of eight years of military/professional experience with military systems, which includes five years of experience performing training analyst duties substantially as described herein, may be substituted for academic requirements.

**Analyst, Training, Level 3**

**Duties:**

Provides direction and oversight of the overall training requirements analysis throughout the training acquisition process. Sets the standard for training documentation review and analysis of the training collective/individual tasks that comprise the Mission Training Plans (MTPs) to ensure that those tasks applicable to program baseline requirements are identified. Directs review of interim training task listings provided by external agencies for the Project Director to ensure baseline requirements are valid. Coordinates all training analysis support to engineers to ensure that engineering solutions and training requirements are compatible. Reviews the analysis of all developmental designs provided by contractors to ensure training requirements integrity is maintained. Coordinates all training analysis support to project logisticians to ensure operator/maintainer training sufficiency is attained. Reviews the recommendations in training analysis of all technology insertion documentation recommendations.

**Requirements:**

Shall have conducted a training system analysis and design from an overall system through subsystem to lesson specification. Shall have led a team in the implementation of a full training system design process beginning with a front-end analysis. Shall have experience in training analysis of military systems acquisitions. Shall have demonstrated expertise in instructional system design for military applications.

**Education:**

Successful completion of a Bachelor's and Master's level degree in Education, Psychology or Instructional Technology from an accredited institution is required. A total of twelve years of military/professional experience with military systems which includes six years of experience performing senior/lead training analyst duties substantially as described herein may be substituted for a Master's degree. A Bachelor's degree is required.

**Senior Project Manager****Duties:**

Provides management and technical direction to project staff. Exercises independent judgment as well as a high level of analytical skills for solving complex technical and management problems. Plans, directs, and manages the technical and administrative activities of assigned projects to ensure that the goals and objectives of project are completed within time and budget.

**Requirements:**

Minimum of 5 years' experience. Experience should include work planning, control of budget, schedule management, contract and sub-contract management, and personnel management and supervision.

**Education:**

B.S./B.A. or equivalent (A.S./A.A. plus 2 years additional experience, or 4 years additional exp.)

**Project Manager/Group Leader****Duties:**

Responsible for project performance. Provides direction to project level activities and personnel. Solves technical and managerial problems and is responsible for interacting with customer management and technical personnel. Directs the completion of tasks within estimated time and budget.

**Requirements:**

Minimum of 2 years' experience. Experience should include work planning, control of budget, schedule management, contract and subcontract management, and personnel management and supervision.

**Education:**

B.S./B.A. or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)



### **Assistant Project Manager/Field Superintendent Foreman**

#### **Duties:**

Responsible for project performance at a specific field project location. Provides direction to project level activities and personnel. Solves technical and managerial problems and is responsible for interacting with customer management and technical personnel. Directs the completion of tasks at field location within estimated time and budget.

#### **Requirements:**

Minimum of 1 year of experience. Experience should include work planning, control of budget, schedule management, contract and sub-contract management, and personnel management and supervision.

#### **Education:**

B.S./B.A. or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)

Field Superintendent and Foreman may substitute relevant experience for college degree.

### **Coordinator, Project Task Leader**

#### **Duties:**

Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and team activities. Includes areas of administration, program control, and technical supervision of personnel involved in systems engineering and integration in support of assigned tasks. Plans and coordinates the activities of administration, program control and technical supervision of personnel involved in systems engineering integration support efforts. Interfaces with the Government's Contracting Officer's Representative (COR) and Technical Oversight Representative (TOR). Provides direction for contractor operations and ensures compliance with all management policies, plans, and procedures. Provides recommendations for resolution of technical problems. Reviews and makes recommendations to the government TOR regarding the efforts of the Project Team so that the proposed efforts are consistent with cost, schedule, and the performance requirements.

#### **Requirements:**

Shall have a thorough understanding of and experience in the systems engineering and integration process, including configuration management of the complete life cycle of systems development, especially the activities required to establish a new systems environment composed of products developed and manufactured by independent contractors. Shall have the ability to understand the program management requirements of the tasks to be performed under this contract. Shall have a minimum of eight years' experience in management or engineering, in the development of military systems. Shall have two years of program management experience on a weapons system or training device project. Advanced degrees will not substitute for this experience.

**Education:**

Qualifications require the successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering, Science, Mathematics, or a Business related discipline.

**Engineer, Chief****Duties:**

Serves as senior technical expert and principal advisor on technical, programmatic and organizational issues that cut across the organization. Responsible for conducting quick, turnaround special project studies through applied knowledge of technical, programmatic and organization expertise in providing evaluation and recommendations on a wide range of diverse day to day issues arising from the acquisition and development of simulation, training and instrumentation systems. Is the Technical Industrial Liaison Officer for the organization and is responsible for interfacing with Academia/Industry. Responsible for the continuous review of emerging policy from the technical and organizational ability to perform its acquisition mission. Keeps abreast of Congressional, OSD, HQDA, AMC and TRADOC activities that may have similar impacts. Provides periodic synopses of critical policy statements and directives. Makes recommendations on technical, programmatic and organizational changes necessary to implement OSD and DA policies and directives. Provides assistance and consultation to the Public Affairs Office concerning visitors, media or special events. Participates in the development of agendas for VIP visits, with external and internal points of contact. Provides financial and program analysis/assessments to show future trends that could impact the organization.

**Requirements:**

Shall have a thorough understanding and experience of several branches of engineering, e.g., industrial, mechanical, electrical and a knowledge of a wide range of engineering principles, practices and techniques that are key to advising on technical, programmatic and organizational issues requiring Command level emphasis. Exercises a high degree of judgment and originality in applying engineering knowledge and policy expertise to unique problems and in guiding formulation of resolution in controversial areas.

Shall have a minimum often years' experience in engineering, in the development of military (preferably Army) systems. Shall have two years of program management experience on a weapons system or training aids, devices, simulators & simulations (TADSS) project.

**Education:**

Shall have a Bachelor's or higher degree in Engineering.

Substitutions: A Master's degree in a relevant scientific/technical field may be substituted for two years of experience.



### **Senior Chemical/Civil/Mechanical Engineer**

#### **Duties:**

Oversees and coordinates the activities of Engineers and other project support personnel. Formulates and provides technical guidance and advice on regulations, policies, and guidelines. Provides expertise in hazardous material/waste disposal and treatment. Coordinates complex compliance and hazardous waste issues. Provides engineering support for the design of waste and wastewater treatment and remediation projects, and evaluates potential remediation technologies for effectiveness and life cycle cost.

#### **Requirements:**

Minimum of seven years' experience in environmental compliance, environmental management, specific engineering discipline, and personnel supervision.

#### **Education:**

M.S./M.A. degree or equivalent; (B.S./B.A. plus 2 years additional experience.

PE Required.

### **Project Chemical/Civil/Mechanical Engineer**

#### **Duties:**

Provides support to ensure design criteria, waste disposal technology evaluations, and hazardous material/waste audits are conducted in accordance with accepted procedures. Prepares documentation and reports in support of project requirements and provides support in hazardous material/waste disposal and treatment issues as required.

#### **Requirements:**

Minimum of three years' experience in engineering.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A plus 2 years additional exp., or 4 years additional exp.) EIT required.

### **Associate Chemical/Civil/Mechanical Engineer**

#### **Duties:**

Under the direction of senior staff provide chemical engineering, hazardous material/waste, and documentation support to project staff.

**Requirements:**

This is an entry-level position in engineering.

**Education:**

B.S./B.A. degree or equivalent (A.S/A.A plus 2 years additional exp., or 4 years additional exp.) EIT preferred.

**Engineer, Electronics, Level 1****Duties:**

Supports technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements.

**Requirements:**

Shall have at least three years of professional electronics engineer experience with military electronic systems to include: telecommunications design; computer network design; packet switching techniques and protocol design; microprocessor applications; RF analysis; design of hardware for military electronics applications; trade-off analyses and cost estimating. Shall have good written communications skills.

**Education:**

Qualifications require a Bachelor's or higher degree in Electronics Engineering.

Substitutions: An advanced degree in Engineering, Operations Research or Computer Science may be substituted for two years of experience.

**Engineer, Electronics, Level 2****Duties:**

Organizes, directs, and leads technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements.

**Requirements:**

Shall have at least five years of professional electronics engineer experience with military electronic systems to include: telecommunications design; computer network design; packet switching techniques and protocol design; microprocessor applications; RF analysis; design of hardware for military electronics applications; trade-off analyses and cost estimating. Shall have good written communications skills.

**Education:**

Qualifications require a Bachelor's or higher degree in Electronics Engineering. An advanced degree in Engineering, Operations Research or Computer Science may be substituted for two years of experience.

**Engineer, Electronics, Level 3****Duties:**

Supervises lower level engineers. Reviews engineering products. Develops alternate approaches. Performs engineering analyses and trade-off studies.

**Requirements:**

Shall have a comprehensive knowledge of all phases of electronics design and manufacture to include: telecommunications design; computer network design; packet switching techniques and protocol design; microprocessor applications; RF analysis; design of hardware for military electronics applications; trade-off analyses and cost estimating for the purpose of organizing directing and leading technical efforts in analyzing and specifying distributed interactive simulation integration networking requirements. Shall have at least seven years professional electronics engineering experience in electronics analysis, design, development, cost estimating and test of military electronics systems. Shall have at least two years' experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training devices, simulation, simulators and instrumentation. Shall have good written communications skills.

**Education:**

Qualifications require a Bachelor's or higher degree in Electronics Engineering. An advanced degree in Engineering, Operations Research or Computer Science may be substituted for two years of experience.

**Senior Environmental Engineer/Group Leader****Duties:**

Oversees and coordinates the activities of Environmental Engineers and other project support personnel. Formulates and provides technical guidance and advice on regulations, policies, and guidelines. Provides environmental planning, coordinates complex compliance and hazardous waste issues. Provides engineering support for the design of remediation projects and evaluates potential remediation technologies for effectiveness and life cycle cost.

**Requirements:**

Minimum of seven years' experience in environmental compliance, environmental management, engineering, and personnel supervision.

**Education:**



M.S./M.A. degree or equivalent (B.S./B.A. plus 2 years' experience) preferred; B.S./B.A.; PE required

### **Project Environmental Engineer**

#### **Duties:**

Provides support to ensure design criteria, environmental compliance evaluations, and hazardous material/waste audits are conducted in accordance with accepted procedures. Prepares documentation and reports in support of project requirements and provides support in hazardous material/waste management issues as required.

#### **Requirements:**

Minimum of three years experience in environmental compliance, environmental management, and engineering.

#### **Education:**

B.S./B.A. degree or equivalent; (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)  
EIT Required

### **Associate Environmental Engineer**

#### **Duties:**

Under the direction of senior staff, provide environmental engineering, hazardous material/waste and documentation support to project staff.

#### **Requirements:**

This is an entry-level position in environmental engineering.

#### **Education:**

B.S./B.A. degree or equivalent; (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)  
EIT Preferred.



## **Engineer, Manufacturing**

### **Duties:**

To provide assistance on an as-needed basis in-house support efforts for the administration of government contracts. This support would be to resolve issues related to the productiveness of design as related to mechanical and electronic devices, manufacturing process enhancements and control measures, and the prove out of the design and use of tooling.

### **Requirements:**

Knowledgeable of manufacturing concepts: Able to read and interpret facilities and product drawings. This includes manufacturing processes, procedures and instructions. Capable of preparing and implementing manufacturing plans. Capable of setting up manufacturing lines for a varied product mix. Knowledge of equipment, tools, and manufacturing processes is required.

Understands the material selection process to have the correct material matched to the correct process that will provide the lowest cost and quality product to the customer. Able to develop cost estimates of manufacturing processes based on established and projected production quantities. Able to provide a review of a given process or multiple processes and develop a position for management to warrant a production decision or an impact to existing production related problems. Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

### **Education:**

At a minimum, a BS degree in Mechanical, Electrical, Manufacturing or Industrial Engineering with at least three years' experience in manufacturing and production.

## **Engineer, Production**

### **Duties:**

To provide assistance on an as needed basis to support in-house efforts for the administration of Government contracts. This support would be to resolve issues related to labor standards, learning curve analysis, production cost proposal evaluation, evaluation of production planning, establishing design to unit cost parameters, assessing the progress of the contractor in meeting their published production schedules, and participate in the production acceptance testing.

### **Requirements:**

Perform production readiness reviews and perform production assessment. Understand tooling and tooling concepts. Utilize motion and time study techniques to set labor standards. Learning curve techniques and applications. Cost estimating and cost proposal evaluation. Understanding of quality, logistics, program management and engineering to assure a successful production assessment.



Understanding of government design to unit cost considerations. Ability to review planning documentation and determine the risk associated with various aspects of production and to make recommendation to mitigate that risk. Assist in the identification of Value Engineering candidates by being an integral team member from the onset of the contract and participating in an on-going workshop environment that will continuously drive down the cost of the systems being worked.

**Education:**

At a minimum, a BS degree in Mechanical, Electrical, Manufacturing or Industrial Engineering with at least five years of experience in manufacturing a production.

**Engineer, Project**

**Duties:**

Supervises lower level engineers. Reviews all engineering products, develops alternate technical approaches, and conducts engineering analyses, evaluations, and trade-off studies. Organizes, directs, and leads technical efforts in analyzing and specifying training device technical requirements.

**Requirements:**

Must have at least five years professional engineering experience including the last two years in the design, development, test or evaluation of military operational or training equipment in the research and development or production phase. Must have knowledge of Government procurement practices and procedures, experience in developing technical specifications and proposal requirements, evaluating technical approaches and conducting technical reviews in his or her area of technical expertise.

**Education:**

Qualifications require successful completion of a full course of study in an accredited college or university leading to a Bachelor's or higher degree in Engineering.

Substitutions: An Advanced degree in Engineering, Operations Research or Computer Science may be substituted for two years of experience

**Engineer, Quality**

**Duties:**

Conducts failure analysis on materials. Prepares material release documentation. Assesses reliability and maintainability parameters.

**Requirements:**

Shall have at least five years of specialized professional training or specialized experience with involvement in the specification of quality requirements, design and production techniques, materials,



defect classification, sampling methods, and environmental degradation. Shall have experience in writing and evaluating related to military quality and inspection systems.

**Education:**

Shall have a Bachelor's degree in an Engineering discipline from an accredited college or university

**Engineer, Reliability/Maintainability**

**Duties:**

Establishes Reliability and Maintainability goals for systems. Evaluates systems under development with respect to reliability and maintainability goals.

**Requirements:**

Must have at least five years of specialized professional training or specialized experience including the last two years in a responsible position participating in the reliability/maintainability engineering aspects during the design and development of systems.

Shall have knowledge of RAM modeling, RAM design and test techniques, prediction, growth management, requirements generation, software and specification inputs. Shall be familiar with DOD regulations and MIL-Standards concerning *RIM* design, development and testing. Shall have knowledge of RAM modeling, RAM design and test techniques, prediction, growth management, requirements generation, software and specification inputs. Shall be familiar with DOD regulations and MIL-Standards concerning *RIM* design, development and testing.

**Education:**

Successful completion of a full course of study in an accredited college or university leading to a Bachelor's degree in Engineering is required.

**Engineer, Safety**

**Duties:**

Manages and performs system safety and health hazard assessment activities during research, development, test, production and/or deployment of STRICOM systems. Provides safety analyses, safety engineering assessments, and health hazard assessments; reviews system acquisition documents, engineering change proposals, deviations, waivers, mishap reports, and failure data for safety impact.

**Requirements:**

Shall have three years of experience performing or managing system safety engineering activities during the development of complex systems. Shall have knowledge of the DOD acquisition life cycle as it relates to system safety and health hazard assessment requirements and processes.



Shall have knowledge of engineering techniques and system safety practices to identify, assess and resolve hazards. Shall have the ability to communicate effectively, both orally and in writing, in working solutions to problems or questions relating to work.

**Education:**

Shall have successfully completed a four year course of study at an accredited college or university leading to a Bachelor's or higher degree in engineering, which includes formal training or courses related with System Safety; Safety and Occupational Health; and a Health Hazard Assessment is desirable.

Notes: A certified safety professional (CSP) is desirable but not mandatory.

**Engineer, Systems, Level I**

**Duties:**

Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program. Coordinates the efforts of lower level or project engineers for assigned projects or systems. Evaluates for performance and operating characteristics against costs and development risks. Conducts technical reviews in area of technical expertise. Develops work plans. Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards. Organizes and leads technical efforts in the concept formulation, project planning, and project engineering of Training Aids, Devices, Simulators and Simulations (TADSS). Critically reviews all engineering products. Develops alternative approaches and conducts engineering analyses and trade-off studies. Develops technical specifications and other portions of a solicitation. Evaluates contractor performance against technical specifications. Evaluates systems design and architecture

**Requirements:**

Shall have four years' experience in systems integration of TADSS and at least two years' experience as a lead or supervisory engineer. Shall have had experience in two or more specific disciplines (such as visual, C4I, software, firmware). Must have at least four years of professional engineering experience, of which two are current, in developing overall system concepts and technical approaches for meeting broadly stated requirements to include allocation of requirements to system designs and preparation of preliminary systems engineering design specifications.

Shall have knowledge of telecommunications and networking standards, architectures, protocols, and systems as it applies to training devices, simulation, simulators and instrumentation.

Shall have knowledge of system architecture and domain engineering as it applies to training devices, simulations, simulators and instrumentation.

Notes: Experience in product-line engineering would be desirable in order to appreciate fully the complex requirements for specialized applications and systems.

**Education:**

Completion of a degree in Electrical Engineering.

Substitutions: An advanced degree in Engineering, Operations Research or Computer Science may be substituted for two years of experience.

**Engineer, Systems, Level 2****Duties:**

Responsible for integrating efforts of various engineering and other technical disciplines into a cohesive product or program. Duties include the following: Coordinates the efforts of lower level or project engineers. Reviews all engineering products. Develops alternate approaches and work plans. Evaluates for performance and operating characteristics against costs and development risks. Critically reviews all engineering products. Conducts engineering analyses and trade-off studies and technical reviews in area of technical expertise. Maintains day-to-day technical interface with project personnel and ensures compliance with applicable standards.

Organizes, leads and directs technical efforts in the systems engineering, integration and configuration management. Responsible for reviewing the work of other engineers and ensuring concurrent engineering and horizontal integration is included among all engineering and technical disciplines. Reviews all engineering products, development of alternate approaches and conducting engineering analyses and trade-off studies.

**Requirements:**

Shall have a comprehensive knowledge of all phases of systems engineering for the specific purpose or organizing, directing and leading technical efforts in the concept formulation, project planning and project engineering of training devices. Shall have six years engineering experience in systems integration. Shall have experience in telecommunications and networking standards, architectures, protocols and systems as it applies to training devices, simulation, simulators and instrumentation. Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing. Shall have at least six years professional engineering experience, of which three are current, in analysis, design, development, integration and test of military systems, preferably training devices, simulators or simulations. Shall have experience supervising or leading multi-disciplined or matrix teams. Must have specialized experience in two or more disciplines of engineering or technical areas (such as visual, C4 I, software, firmware, maintenance (cont. Engineer, Systems Level II) management, logistics engineering). Shall have a comprehensive knowledge of all phases of systems engineering integration for the specific purpose of organizing. Shall have comprehensive knowledge of system architecture and domain engineering as it applies to training devices, simulations, simulators and instrumentation.

Notes: Experience in product-line engineering would be desirable in order to appreciate fully the complex requirements for specialized applications and systems.

**Education:**

Must possess a degree in Electrical Engineering.

Substitutions: An advanced degree in engineering, operations research or computer science may be substituted for two years of experience.

**Engineer, Test****Duties:**

Recommends and evaluates both developmental and operational test plans. Monitors and evaluates actual developmental and operational testing.

**Requirements:**

Shall have at least four years of professional experience in a responsible position of managing, planning, reviewing and executing qualification, acceptance, and independent testing of training systems. Shall have knowledge of DOD or related test regulations and coordinated test programs.

**Education:**

Qualifications require a Bachelor's degree or higher degree in engineering or related sciences.

**Explosive Ordinance (EOD) Specialist/Supervisor****Duties:**

Provide expertise to project management concerning the safe handling and disposal of unexploded ordinance, unstable chemicals, commercial explosives, and blasting agents. Develop and implement safety procedures for personnel that may be exposed to explosive hazards, conduct identification and inspection of potential explosives found on-site, and advise on safe disposal options.

**Requirements:**

Minimum of 5 years' experience in military explosive ordinance disposal or equivalent level of commercial explosive handling and disposal experience.

**Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred;

HS Diploma or equivalent (GED) as minimum; EOD certification



### **Senior Environmental Information Specialist**

#### **Duties:**

Provide user services support for database access, and information search and retrieval for project staff. Answer e-mail and phone queries on all aspects of data storage, retrieval, and research. Provide information and resource materials for projects including regulations, chemical information, journal articles, and government documents. Familiar with service desk procedures, handling reference questions from project staff. May supervise and manage subordinate Environmental Information Specialist, lead document research projects, or lead specialized information management teams.

#### **Requirements:**

Minimum of 3 years' experience in web development, database software testing, and conducting electronic data searches.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)

### **Environmental Information Specialist**

#### **Duties:**

Provide information and resource materials for projects including regulations, chemical information, journal articles, and government documents. Perform all necessary support for project library, including the collection acquisitions, data searches, and organization. Familiar with service desk procedures, handling reference questions from project staff.

#### **Requirements:**

Minimum of one year experience in web development, database software testing, and conducting electronic data searches.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)



### **Junior Environmental Information Specialist**

#### **Duties:**

Assist with information and resource materials for projects including regulations, chemical information, journal articles, and government documents. Provide necessary assistance to project library, including data searches and organization. Familiar with service desk procedures, handling reference questions from project staff.

#### **Requirements:**

This is an entry level Environmental Information Specialist position.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)

### **Senior Environmental Scientist/Environmental Specialist**

#### **Duties:**

Duties include advising, administering, supervising, and performing research or other professional and scientific work in the fields of natural and physical science. Responsibilities for the design and oversight of field investigations, remedial actions, report preparation, and serving as a liaison between the client and regulatory agencies. Must have extensive knowledge of environmental laws and regulations.

#### **Requirements:**

Minimum of four years' experience in contaminated site investigation, remediation, or other specialized field of study.

#### **Education:**

M.S./M.A. degree or equivalent (B.S./B.A. plus 2 years additional exp.) preferred; B.S./B.A degree or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional exp.) required.

For geologists/hydro geologists, PG required.

May require specialty certification, such as wetlands.



### **Project Environmental Scientist/Environmental Specialist**

#### **Duties:**

Duties include performing research, professional, and scientific work in any of the fields of natural or physical science. Responsible for conducting field investigations, remedial actions, and report preparation. Must have working knowledge of environmental laws and regulations.

#### **Requirements:**

Minimum of two years' experience in contaminated site investigation, remediation, or other specialized field of study.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)

### **Associate Environmental Scientist/Environmental Specialist**

#### **Duties:**

Duties include assisting in research, professional, and scientific work in any of the fields of natural or physical science. Assist in conducting field investigations, remedial actions, and report preparation. Must have basic knowledge of environmental laws and regulations.

#### **Requirements:**

This is an entry-level position for Environmental Scientist/Specialist.

#### **Education:**

B.S./B.A. degree or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional exp.)

### **Junior Environmental Scientist/Specialist**

#### **Duties:**

Performs environmental investigations. This shall include but is not limited to data collection and modeling for site investigations, and the design, development and application of cleanup technologies. May develop Health and Safety plans and/or conduct lead-based paint risk assessments and asbestos abatement studies. Develops technical scopes, plan schedules and estimate costs.

#### **Requirements:**

Minimum of one year experience in contaminated site investigation, remediation, or other specialized field of study.

**Education:**

Bachelor Degree – Science or Engineering

**Scientist, Research, Level 2****Duties:**

Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small or large scale research studies and or programs. Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect its customer's mission.

Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, OPTEC, Research and Development organizations to include industry, academia and other services as required. Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICT's) and Integrated Product Teams (IPT's) in support of customers. Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated customer areas of interest.

**Requirements:**

Shall have four years' experience in military research, development and acquisition programs. Shall have a thorough knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies. Shall have knowledge of current and emerging technologies/methodologies to assist in identifying and developing mission objectives. Shall have the ability to communicate effectively about computer and simulation technology, both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers. Shall have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitor budgets against approved funding levels. Shall have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy boards and councils, research organizations, military educational institutions and educators. Shall have the ability to contribute to planning for the development of new products and services to customers. Shall have ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications. Shall have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas.

**Education:**

Bachelor's degree in operations research/systems management, engineering or closely related field.

Substitutions: A Master's degree may be substituted for two years' experience in military research, development and acquisition programs

**Scientist, Research, Level 3****Duties:**

Provide scientific and technical skills in conceptualizing, designing, obtaining support for, conducting, managing, and disseminating results of strategic technology research or portions of small or large scale research studies and or programs. Provide quantitative and qualitative technical assessments and recommendations to management on the state of future technologies, trends and requirements that may affect its customer's mission. Assess the impacts of future technologies and systems on organization, its mission areas by performing technical interchanges of information with TRADOC, TECOM, OPTEC, Research and Development organizations to include industry, academia and other services as required. Formulate technical assessments and recommendations to support both Integrated Concept Teams (ICT's) and Integrated Product Teams (IPT's) in support of customers. Attend and present papers at outside seminars and conferences; read technical literature to stay abreast of existing and emerging hardware/software technology; and conduct research in designated customer areas of interest.

**Requirements:**

Shall have at least six years' experience with progressively increasing responsibility in management of military research, development and acquisition programs. Shall have thorough knowledge of complex simulation computer architectures, military training strategies, testing and instrumentation, and interfaces to design, modification to systems, and consult on systems and recommend strategies. Shall have knowledge of current and emerging technologies/ methodologies to assist in identifying and developing mission objectives. Shall have the ability to communicate effectively about computer and simulation technology, both orally and in writing, to present seminars, advise management, write documentation and represent needs to management and customers. Shall have knowledge of the military budgeting processes sufficient to establish and monitor schedules and monitors budgets against approved funding levels. Shall have the ability to develop professional relationships as a command representative, consultant or advisor to external advisory and policy. boards and councils, research organizations, military educational institutions and educators. Shall have the ability to contribute to planning for the development of new products and services to mission area and its customers. Shall have the ability to conceptualize research problems, to design studies, to conduct them and to interpret their results and theoretical and practical applications. Shall have knowledge of Modeling and Simulation, Test & Evaluation, Instrumentation and Training design, research methodologies and analysis techniques to support those research areas.

**Education:**

Master's degree in operations research/systems management or closely related field.

Substitutions: A Ph.D. may be substituted for four years of experience.

**Senior Chemist****Duties:**

Extensive knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed and identify QA/QC limits to ensure the validity of results. Write technical reports and sampling plans. Review analytical data to ensure data validity. Develop and validate test methods and procedures to address special projects requirements.

**Requirements:**

Minimum of four years' experience including performing routine and complex bench and instrumental analysis, interpreting and analyzing data, troubleshooting, developing methods and procedures, and strong writing and oral communication skills.

**Education:**

PhD, M.S./M.A. degree or equivalent (B.S./B.A. plus 2 years additional experience).

**Project Chemist****Duties:**

Knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Write technical reports and sampling plans. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity.

**Requirements:**

Minimum of 2 years' experience in analytical chemistry.

**Education:**

B.S./B.A. degree or equivalent (A.S./A.A. plus 2 years additional experience or 4 years additional experience)



### **Archaeologist/Historian**

#### **Duties:**

Conducts surveys and reconnaissance, archaeological site testing, data recovery by excavation, and architectural recordings, archival researches and archaeological, ethno historical and historical studies following established professional guidelines (AR 420-20). Develops technical scopes, plan schedules and estimate costs.

#### **Requirements:**

Minimum of four years of experience in archaeological, anthropologic, or other similar historical field of study.

#### **Education:**

Bachelor's Degree – Anthropology, Archaeology or related Science

### **Health & Safety Specialist**

#### **Duties:**

Responsible for ensuring the health and safety of project staff through the development and implementation of project safety plans, monitoring, and training programs. Must have extensive knowledge of safety practices, procedures, and regulations. Provide safety documentation and report support to project management and regulatory agencies. Perform safety audits of in progress fieldwork, making necessary changes to ensure compliance with regulatory requirements.

### **Quality Assurance Coordinator/Specialist**

#### **Requirements:**

Minimum of two years' experience in the health and safety or related field.

#### **Education:**

B.S./B.A. or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.); certification as OSHA Supervisor preferred

#### **Duties:**

Monitor Performance and compliance of the contract, provide customer service quality assurance and function as liaison with outside auditors. Responsible for ensuring the quality and integrity of work performance by ensuring effective procedures and controls are used in all areas, and that they are consistent with the Statement of Work. Examine and evaluate the QA process and recommend modifications as necessary.

**Requirements:**

Minimum of 4 years' experience in Quality Assurance/Quality Control methods and procedures.

**Education:**

B.S./B.A. or equivalent (A.S./A.A. plus 2 years additional experience, or 4 years additional experience).

Training certification as auditor preferred.

**Specialist, Quality Assurance****Duties:**

Performs administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems.

**Requirements:**

Shall have at least five years' experience in performing administrative or technical functions related to the planning, management and execution of quality assurance programs and inspection of systems. Shall be knowledgeable and experienced in inspection techniques for electronic equipment techniques, defect classification, and standards of workmanship.

**Education:**

Shall have a Bachelor's degree from an accredited college or university.

**Specialist, Training****Duties:**

Serves as a training specialist in conducting job and task analysis. Assures the design of test instruments and training materials are technically accurate and functionally within known equipment and facility constraints. Develops technically and doctrinally sound instructional materials for training programs. Conducts field and resident training materials/test validation.

**Requirements:**

Must have four years' experience in the organization, planning, and development of training courses. Must have knowledge of educational theory, principles, and practices. Shall have the ability to conceive, plan, and execute training concepts and conduct training courses prescribed by DOD regulations, standards and procedures.

**Education:**

High school education and military training experience.

Substitutions: A Bachelor's degree in Education from accredited college or university may be substituted for two years of the required experience.

**Dispatcher, Motor Vehicle****Duties:**

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

**Requirements:**

One year previous dispatcher experience required. Two years of customer service experience required. Ability to handle multiple tasks simultaneously and maintain composure under pressure in a fast pace environment. Demonstrate professional phone etiquette.

**Education:**

High school diploma or equivalent.

**Document Preparation Clerk****Duties:**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

**Requirements:**

Shall have at least one year of clerical/office experience. Ability to multi-task, data entry, and proof-reading skills.

**Education:**

High school diploma or equivalent

**Messenger (Courier)****Duties:**

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)

**Requirements:**

Shall have reliable transportation, a valid driver's license, and a good driving record. Shall be able to read maps. Good communication skills. Must be at least eighteen years of age. Courier experience preferred.

**Education:**

High school diploma or equivalent

**Senior Clerk****Duties:**

This individual will perform diverse secretarial and administrative duties. The individual may initiate special reports, compose routine correspondence, and compile statistical and budget information. The individual is in communication with all levels of company personnel to gather and convey information.

**Requirements:**

Minimum of six years of experience in secretarial or other administrative capacity, including proficiency with commonly used word processing, database, and spreadsheet software.

**Education: None**



## **Clerk**

### **Duties:**

This individual will perform diverse secretarial and administrative duties. The individual may initiate special reports, compose routine correspondence, and compile statistical and budget information. The individual is in communication with all levels of company personnel to gather and convey information.

### **Requirements:**

Minimum of one year of experience in secretarial or other administrative capacity.

**Education:** None

## **Order Clerk I**

### **Duties:**

Receives requests and verifies content with requester. Initiates some purchase requisition(s) to include: contacting potential vendors; obtaining quotes; negotiating payment terms; setting delivery dates; submitting certification and representation; Clean Air and Water Act documentation. Maintains log of all purchase requisition actions. Assisting in reconciliation of Other Direct Costs as required. Under supervision, compiles and reviews purchasing documentation, including: the purchase requisition; pricing summary; pre-award checklist; authorization letter; vendor's quotes; GSA schedule, if applicable; technical/sole source justification statement. Under supervision, ensures all documentation is in accordance with set procedures and obtain all approval signatures from: requester; task leader; COTR; contracting officer.

### **Requirements:**

Must have one year experience in procurement to include working knowledge of federal procurement regulations. Must have good oral and written communication skills and must be proficient in Microsoft Word. Must be able to follow standardized written and oral procedures. Must have experience in general office procedures such as typing, filing, and telephone answering. Must have good command of the English language.

### **Education:**

Requires a high school diploma or equivalent



## **Order Clerk II**

### **Duties:**

Receives requests and verifies content with requester. Initiates purchase requisition(s) to include: contacting potential vendors; obtaining quotes; negotiating payment terms; setting delivery dates; submitting certification and representation; Clean Air and Water Act documentation. Performs cost analysis to determine fair and reasonable costs. Maintains log of all purchase requisition actions. Assisting in reconciliation of Other Direct Costs as required. Compiles and reviews purchasing documentation including: the purchase requisition; pricing summary; pre-award checklist; Authorization letter; vendor's quotes; GSA schedule, if applicable; technical/sole source justification statement. Ensures all documentation is in accordance with set procedures and obtain all approval signatures from: requester; task leader; COTR; contracting officer. Compiles purchase order including: verifying all pre-negotiated terms with selected vendor; coordinating delivery date; obtaining purchase order approval signatures.

### **Requirements:**

Must have two years' experience in procurement to include working knowledge of federal procurement regulations. Must have good oral and written communication skills and must be proficient in Microsoft Word. Must be able to follow standardized written and oral procedures. Must have experience in general office procedures such as typing, filing, and telephone answering. Must have good command of the English language.

### **Education:**

Requires a high school diploma or equivalent

## **Scheduler, Maintenance**

### **Duties:**

This position schedules repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

### **Requirements:**

Shall have two years of maintenance scheduling experience. Must have good oral and written skills, and must be proficient in Microsoft Office applications, such as Word and Excel.

### **Education:**

Requires a high school diploma or equivalent



### **Secretary III**

#### **Duties:**

The Secretary III will perform secretarial and administrative/clerical duties in support of management staff. Other responsibilities include, but are not limited to: communicating/ interacting with high-level executive, administrative and program management personnel, both internally and externally, to gather and convey information and prepare reports for appropriate dissemination; preparing and/or assembling presentations, background information and related materials/information for meetings; attending meetings, transcribing, editing and preparing minutes/notes for final review; assisting with the preparation of progress reports and proposals; composing and typing internal/external correspondence and memos for final review; using word processing equipment and software; gathering and summarizing data to perform data entry functions for various software programs; coordinating calendars for staff and scheduling appointments and meetings; receiving telephone calls and making proper referrals; coordinating conference room scheduling and logistics; assisting with maintaining the copier room, ordering office supplies and distribution of office mail; and providing guidance and support to other organizational secretaries and working as a team player.

#### **Requirements:**

A minimum of three years of progressively responsible secretarial experience, including one year at the level of Secretary II. Ability to organize and direct clerical and administrative functions to effectively and efficiently manage daily operations, coordinate program planning; communicate effectively with technical and professional personnel. Demonstrated knowledge of travel, personnel, and accounting policies; scientific objectives and terminology associated with the department. Must be proficient in the use of the following software programs: Microsoft Word, Excel, Outlook, and PowerPoint.

#### **Education:**

Requires a high school diploma or equivalent

### **Secretary II**

#### **Duties:**

Provides principal secretarial support in an office to management and staff. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments.

Duties include or are comparable to the following: screens telephone calls, visitors, and incoming correspondence, directs these solicitations to appropriate personnel; personally responds to requests for information concerning office procedures. May prepare and sign routine, non-technical correspondence in



own or supervisor's name; schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; collects information from the files or staff for routine inquiries on office program(s) or periodic reports; refers non-routine requests to supervisor or staff; coordinates personnel and administrative forms for the office and forwards for processing.

**Requirements:**

A minimum of two years of secretarial experience, including one year at the level of Secretary I. Ability to deal tactfully with the public, perform work assignments independently, communicate office problems tactfully, and coordinate office activities with other administrative team members. Must be proficient with Windows and MS Office including Word/Excel/ Access. Must have excellent verbal and written communication skills.

**Education:**

Requires a high school diploma or equivalent

**Secretary I**

**Duties:**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Performs varied duties including or comparable to: respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; as instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; review materials prepared for supervisor's approval for typographical accuracy and proper format; maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

**Requirements:**

A minimum of one year of secretarial experience. Ability to deal tactfully with the public, perform work assignments with minimal supervision, communicate office problems tactfully, and coordinate office



activities with other administrative team members. Must be proficient with Windows and MS Office including Word/Excel/Access. Must have good verbal and written communication skills.

**Education:**

Requires a high school diploma or equivalent

**Senior Environmental Technician**

**Duties:**

Conduct tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source, and methods for controlling and removing pollutants. Duties include: collecting samples from environmental sources to assess pollution problems; preparing samples for the laboratory; recording data and preparing summaries; maintaining test equipment; and supervising subordinate environmental technicians.

**Requirements:**

Minimum of 3 years' experience in environmental technology including sample collection, preparation, documentation, and transportation requirements.

**Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred;

HS Diploma or equivalent (GED) as minimum.

**Environmental Technician**

**Duties:**

Conduct tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source and methods for controlling and removing pollutants. Duties include: the collection of samples from environmental sources to assess pollution problems; preparing samples for the laboratory; and recording data.

**Requirements:**

Minimum of 1 year of experience in environmental technology including sample collection, preparation, documentation, and transportation requirements.

**Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred;

HS Diploma or equivalent (GED) as minimum.



### **Junior Environmental Technician**

#### **Duties:**

Under the direct supervision of senior staff members, assist in conducting tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source and methods for controlling and removing pollutants.

#### **Requirements:**

This is an entry level Environmental Technician position

#### **Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred; HS Diploma or equivalent (GED) as minimum.

### **Supply Technician**

#### **Duties:**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.

#### **Requirements:**

Good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; an understanding of the needs of the organization serviced; and analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

#### **Education:**

Minimum education required shall be a high school diploma and completed technical or trade school experience preferred.



## **Computer Systems Analyst I**

### **Duties:**

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by a higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Works independently; adapts guides to specific situations; resolves problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

### **Requirements:**

Shall have two years' experience in computer systems analysis.

### **Education:**

Requires high school diploma or equivalent and two-year degree in Computer Science field, or high school diploma or equivalent.

## **Computer Systems Analyst II**

### **Duties:**

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Recognize probable interactions of related computer systems and predict impact of a change in assigned system.



Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Determine and resolve data processing problems and coordinate the work with program, users, etc. Orient user personnel on new or changed procedures and conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, insuring proper alignment with the overall system, timeliness, compatibility with other work, and effectiveness in meeting requirements. Provides functional direction to lower level assistants on assigned work.

**Requirements:**

Shall have four years' experience in computer systems analysis. Competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area.

**Education:**

Requires high school diploma or equivalent and 2 year degree in Computer Science field or work experience equivalent.

**Computer Systems Analyst III**

**Duties:**

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. Competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes



resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. Recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. Serves as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

**Requirements:**

Shall have five years' experience in computer systems analysis. Competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area.

**Education:**

Requires high school diploma or equivalent and 2 year degree in Computer Science field or work experience equivalent.

**Computer Equipment Specialist**

**Duties:**

The Computer Equipment Specialist responds to computer hardware service requests or trouble reports received from a central collection/dispatch point. Provides on-site diagnostic expertise for computer hardware and peripheral devices and performs on-site repair service (usually by component replacement) where possible. If off-site facility repair service is required, arranges for and coordinates these repairs. May also provide computer and peripheral device installation and configuration. Ensures that repairs provided fall within contract scope and adhere to agency/customer guidelines and practices. May provide recommendations on needed upgrades to end users or end user organizations. Enters all service calls and their resolution in a designated database. Participates in database reviews to assist system managers with failure trend analysis, development and maintenance of spare parts requirements and repair versus replacement decisions.

**Requirements:**

Minimum of two years' experience in micro or minicomputer installation, configuration, diagnostics and repair. Knowledge of common peripheral devices.

**Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.



### **Computer Graphic Artist**

#### **Duties:**

The Computer Graphic Artist produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

#### **Requirements:**

Minimum three years of experience in the field or in a related area.

#### **Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.

### **Computer Operator II**

#### **Duties:**

Under general supervision, monitors and controls a computer by operating the central console or on-line terminals. May operate auxiliary equipment directly associated with the computer. May maintain records regarding output units and supply inventories. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Competent to work on most phases of computer operations, but still may require some instruction and guidance for other phases. Frequently reports to a Computer Operations Supervisor.

#### **Requirements:**

Requires basic knowledge of data processing fundamentals and equipment operation as normally acquired from completion of basic equipment training course/program and three years' experience.

#### **Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.

### **Computer Operator III**

#### **Duties:**

Under general supervision, monitors and controls a computer by operating the central console or on-line terminals. May operate auxiliary equipment directly associated with the computer. May maintain records regarding output units and supply inventories. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Competent to work on most phases of computer operations, but still may require some instruction and guidance for other phases. Frequently reports to a Computer Operations Supervisor.

**Requirements:**

Requires basic knowledge of data processing fundamentals and equipment operation as normally acquired from completion of basic equipment training course/program and 5 years' experience.

**Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.

**Computer Operator IV****Duties:**

Under general supervision, monitors and controls a computer by operating the central console or on-line terminals. May operate auxiliary equipment directly associated with the computer. May maintain records regarding output units and supply inventories. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Competent to work on most phases of computer operations, but still may require some instruction and guidance for other phases. Frequently reports to a Computer Operations Supervisor.

**Requirements:**

Requires basic knowledge of data processing fundamentals and equipment operation as normally acquired from completion of basic equipment training course/program and 8 years' experience.

**Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.

**Computer Operator V****Duties:**

Under general supervision, monitors and controls a computer by operating the central console or on-line terminals. May operate auxiliary equipment directly associated with the computer. May maintain records regarding output units and supply inventories. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Competent to work on most phases of computer operations, but still may require some instruction and guidance for other phases. Frequently reports to a Computer Operations Supervisor.

**Requirements:**

Requires basic knowledge of data processing fundamentals and equipment operation as normally acquired from completion of basic equipment training course/program and 10+ years' experience.

**Education:**

Associate's Degree, certificate from a technical training institute, or training equivalent.

**Computer Support Analyst I****Duties:**

The Computer Support Analyst I acts as a central point of contact to resolve end user problems and to increase end user efficiency. Receives and responds to end user "help" requests and/or trouble reports. Working with the user, determines whether the user problem is a result of a hardware failure/problem, network failure/problem, or is procedural in nature. Reports hardware/network problems to the appropriate organization for resolution. Works through procedural problems with the user to successful resolution. Enters all "help" requests received into a database of calls received and regularly reviews this database to assist in failure trend analysis and make recommendations for additions to or modifications of documentation, training programs or other conditions which adversely impact the user community.

**Requirements:**

Minimum of two years of relevant experience. Knowledge of customer's hardware and software environment. Knowledge of network principles and operations.

**Education:**

Associate's Degree in a scientific or technical discipline or training equivalent.

**Computer Systems Specialist SR****Duties:**

The Sr. Computer Systems Specialist acts as a central point of contact to resolve end user problems and to increase end user efficiency. Receives and responds to end user "help" requests and/or trouble reports. Working with the user, determines whether the user problem is a result of a hardware failure/problem, network failure/problem, or is procedural in nature. Reports hardware/network problems to the appropriate organization for resolution. Works through procedural problems with the user to successful resolution. Responsible for maintenance of a database of calls received and regularly reviews this database to assist in failure trend analysis and make recommendations for additions to or modifications of documentation, training programs or other conditions which adversely impact the user community. Ensures follow-up on user service requests and acts as quality assurance coordinator. Supervises other User Support staff.

**Requirements:**

Minimum of seven years of relevant experience of which three years must be in user support. Strong knowledge of customer's hardware and software environment. Strong knowledge of network principles and operations.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**Data Analyst Programmer****Duties:**

The Data Analyst Programmer analyzes functional application requirements, project requirements and specification documents of DBMS projects/applications. Analyzes system interfaces; defines work problems, analyzes methods of approach, and comparing alternatives. Prepares detailed system and program specifications, block diagrams, logic flow-charts and test suites from high-level requirements and design documents. Tests, debugs and refines the DBMS to produce the required product. Assists in the preparation of required program level and user documentation. Provides technical assistance during acceptance testing, integration, implementation and maintenance of DBMS.

**Requirements:**

Minimum of five years of experience of which three years must be specialized in DBMS/RDBMS development. Experience with Oracle, Sybase, Informix, DB2, MS SQL or other DBMS required.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Data Analyst****Duties:**

Under limited supervision, the Data Analyst performs varied functions in support of the development and maintenance of multiple databases used in one or several organizations such as purchasing, marketing/sales, engineering, HR, manufacturing, material control or other organizations. Uses either customized or off-the-shelf database software to assist with developing small, medium-sized or large databases. Primary responsibilities include maintaining the database, performing database queries, and developing moderately complex reports using the database. Other duties include documentation of database files, keyword lists, and database forms.

**Requirements:**

Minimum of two years of related experience. Proficiency in using database software and report writing required. Working knowledge of electronic spreadsheet software is also required.

**Education:**

Associate's Degree in Information Systems, or Business or other related scientific or technical discipline.

**Network Administrator II****Duties:**

Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Recommends upgrades, patches, and new applications and equipment. Provides technical support and guidance to users.

**Requirements:**

Bachelors in Computer Science, a related field or equivalent experience. Seven to ten years related database design and implementation experience.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Help Desk Specialist I****Duties:**

The Help Desk Specialist I responds to computer hardware service requests or trouble reports received from a central collection/dispatch point. Provides on-site diagnostic expertise for computer hardware and peripheral devices and performs on-site repair service (usually by component replacement) where possible. If off-site facility repair service is required, arranges for and coordinates these repairs. May also provide computer and peripheral device installation and configuration. Ensures that repairs provided fall within contract scope and adhere to agency/customer guidelines and practices. May provide recommendations on needed upgrades to end users or end user organizations. Enters all service calls and their resolution in a designated database. Participates in database reviews to assist system managers with failure trend analysis, development and maintenance of spare parts requirements and repair versus replacement decisions.

**Requirements:**

Minimum of three year of relevant experience. Knowledge of customer's hardware and software environment. Knowledge of network principles and operations.

**Education:**

Associate's Degree in a scientific or technical discipline or training equivalent.

**Help Desk Specialist III****Duties:**

The Help Desk Specialist III acts as a central point of contact to resolve end user problems and to increase end user efficiency. Receives and responds to end user "help" requests and/or trouble reports. Working with the user, determines whether the user problem is a result of a hardware failure/problem, network failure/problem, or is procedural in nature. Reports hardware/network problems to the appropriate organization for resolution. Works through procedural problems with the user to successful resolution. Enters all "help" requests received into a database of calls received and regularly reviews this database to assist in failure trend analysis and make recommendations for additions to or modifications of documentation, training programs or other conditions which adversely impact the user community.

**Requirements:**

Minimum of seven years of relevant experience of which five years must be in user support. Strong knowledge of customer's hardware and software environment. Strong knowledge of network principles and operations.

**Education:**

Associate's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**LAN Administrator****Duties:**

The LAN Administrator is responsible for network management and administration including daily network operations, security, system, disk management, hardware maintenance and activity and performance monitoring. Provides day-to-day monitoring of the network, identifying and resolving problems as required. Performs troubleshooting and tests. Documents network problems/anomalies and recommends solutions. Understands the underlying technology behind network hardware and software, and is experienced in hardware and software testing, installation and customization. Has the ability to repair hardware at the component level and monitor hardware maintenance. Engineers and allocates network resources and provides network hardware and software configuration control.

**Requirements:**

Minimum of six years of progressively more difficult network system experience with one year experience in hardware/software testing, installation and configuration including system problem resolution. Demonstrated ability to determine network and application.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Desktop & PC Technician II****Duties:**

Under direct supervision, performs general maintenance tasks, troubleshoots and repairs computer systems and peripheral equipment located throughout the organization. Maintains an adequate spare parts inventory of systems, subsystems, and component parts used in repair work. Prepares progress reports for all work performed. Receives work direction from supervisor on work priorities and daily assignments.

**Requirements:**

Minimum of four years of relevant experience. Knowledge of customer's hardware and software environment. Knowledge of network principles and operations.

**Education:**

Associate's Degree in a related scientific or technical discipline.

**Computer Programmer II****Duties:**

The Computer Programmer II analyzes functional application requirements, project requirements and specification documents. Gathers information from users, analyzing system interfaces, defining work problems, analyzing methods of approach, and comparing alternatives. Prepares detailed system and program specifications, block diagrams, logic flow-charts and test suites from high-level requirements and design documents. Translates detailed system and program design into computer software applying software engineering practices and methodology. Tests, debugs and refines the computer software to produce the required product. Prepares required program level and user documentation. Provides technical assistance during acceptance testing, integration, implementation and maintenance of software. May lead and direct the work of others.

**Requirements:**

Three years programming in software system development from design through test and implementation.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**Computer Programmer III****Duties:**

The Computer Programmer III plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Evaluates user request for new or modified programs, analyzing and developing specifications to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan outlining steps required to develop program, using structured analysis and design. Submits plans to user for approval. Prepares flowcharts and diagrams to illustrate sequence of steps program must follow and to describe logical operations involved. Converts project specifications, using flowcharts and diagrams, into sequence of detailed instructions and logical steps for use in coding applications.

**Requirements:**

Five years programming in software system development from design through test and implementation.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**Computer Programmer IV****Duties:**

The Computer Programmer IV plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Evaluates user request for new or modified programs, analyzing and developing specifications to determine feasibility, cost and time required, compatibility with current system, and computer capabilities. Consults with user to identify current operating procedures and clarify program objectives. Formulates plan outlining steps required to develop program, using structured analysis and design. Submits plans to user for approval. Prepares flowcharts and diagrams to illustrate sequence of steps program must follow and to describe logical operations involved. Converts project specifications, using flowcharts and diagrams, into sequence of detailed instructions and logical steps for use in coding applications.



**Requirements:**

Eight years programming in software system development from design through test and implementation.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**Information Management Systems Supervisor III**

**Duties:**

Information Management Systems Supervisor III is responsible for all information technology activities, including: system analysis, programming and computer and auxiliary activities. Sets policies and procedures, technical standards and methods, and priorities. Manages liaison between information technology and other functions in the organization. Reports to senior management on information technology plans, projects, performance and related matters.

**Requirements:**

Minimum of fifteen years progressive IT management experience.

**Education:**

Bachelor's/Master's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

**Information Management Systems Supervisor II**

**Duties:**

Information Management Systems Supervisor II is responsible for all information technology activities, including: system analysis, programming and computer and auxiliary activities. Sets policies and procedures, technical standards and methods, and priorities. Manages liaison between information technology and other functions in the organization. Reports to senior management on information technology plans, projects, performance and related matters.

**Requirements:**

Minimum of twelve to fifteen years of progressive IT management experience.

**Education:**

Bachelor's/Master's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.



## **System Administrator**

### **Duties:**

Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

### **Requirements:**

Minimum of five years' experience in programming or systems analysis experience. Must have a working knowledge of relational databases and client-server concepts.

### **Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

## **SR. Systems Analyst, Applications**

### **Duties:**

The Applications Systems Analyst applies software, engineering, and information standards technology to the analysis, specification, development, integration and testing of applications. Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, and analyzes proposed system modification, upgrades and COTS.

### **Requirements:**

Minimum of ten years' experience in programming or systems analysis experience. Must have a working knowledge of relational databases and client-server concepts.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Systems Analyst I****Duties:**

The Systems Analyst I applies software, engineering, and information standards technology to the analysis, specification, development, integration and testing of applications. Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtimes, and analyzes proposed system modification, upgrades and COTS.

**Requirements:**

Minimum of two years' experience in programming or systems analysis experience. Must have a working knowledge of relational databases and client-server concepts.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Systems Engineer****Duties:**

Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Performs process and data modeling in support of planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering methodologies to develop migration strategies and migration planning documents. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

**Requirements:**

Minimum of three years' experience with two years' experience in system design, development, testing, implementation, integration, and/or operations and maintenance. Must be able to effectively employ appropriate contemporary modeling tools.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Systems Development Specialist****Duties:**

Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Performs process and data modeling in support of planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering methodologies to develop migration strategies and migration planning documents. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

**Requirements:**

Minimum of five years' experience with three years' experience in system design, development, testing, implementation, integration, and/or operations and maintenance. Must be able to effectively employ appropriate contemporary modeling tools.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Systems Development Engineer****Duties:**

Defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Performs process and data modeling in support of planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering methodologies to develop migration strategies and migration planning documents. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigations in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership for lower level employees.

**Requirements:**

Minimum of eight years' experience with five years' experience in system design, development, testing, implementation, integration, and/or operations and maintenance. Must be able to effectively employ appropriate contemporary modeling tools.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**SR. Systems Engineer****Duties:**

The Senior Systems Engineer analyzes information requirements on an enterprise wide basis or across a major sector of the enterprise. Performs strategic information systems planning, business information system planning and business process analysis. Performs process and data modeling in support of planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering methodologies to develop migration strategies and migration planning documents. The Senior IS Engineer assists in developing and implementing standards for information systems development, testing, deployment, operation and support. The Senior IS Engineer provides technical expertise and guidance in systems engineering techniques and automated support tools. The Senior Information Engineer assists with risk management studies and development of performance metrics. May lead and direct the work of others.

**Requirements:**

Minimum of ten years' experience with ten years' experience in system design, development, testing, implementation, integration, and/or operations and maintenance. Must be able to effectively employ appropriate contemporary modeling tools.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline.

**Web Programmer I****Duties:**

Designs and implements internal and external web pages and applications. Converts documents into HTML (Hypertext Markup Language) or other complex programming language (e.g. ASP, Java, C#, .Net). Determines user's needs, strategies, and goals and develops web pages that meet those needs.

**Requirements:**

Minimum of three years' experience developing, testing, and implementing web applications and/or systems software. Knowledge of multiple operating systems, platforms, programming languages, and application programming interfaces.

**Education:**

Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline

**Web Site Designer****Duties:**

The Web Site Designer develops and provides content for the organization's web site. The Internet Web Page Designer performs as editor of the site's content and gathers and researches information. The Internet Web Page Designer designs graphics to enhance the look of the site.

**Requirements:**

Minimum two years' experience in web page design and HTML.

**Education:**

Associates Degree in Computer Science, Information Systems, or equivalent certificate from a recognized institution.

**Motor Vehicle Mechanic****Duties:**

Individuals will be knowledgeable of different types of vehicles and motor generators, used by the Armed Services and with commercial vehicles and generators. They will be able to pull general maintenance to include: changing of oil, checking and repairing of electrical systems, general lubrication, the dispatching, and control of documentation. Individuals will order repair parts, provide work order documentation, control the spare parts, and install required parts when required.

**Requirements:**

Individuals will have the proper training as an automobile mechanic or power generation mechanic. This training may be either through technical schools, military schooling, or on-the-job training. Individuals will be able to work on their own with a minimal amount of direction. Must be able to perform safety inspections and operational inspections of vehicles. A commercial driver's license will be needed when required to drive large trucks or buses.

**Education:**

Requires high school diploma or equivalent and two year degree from vocational/trade school or military automotive courses and four years' experience in general automotive maintenance, including work order documentation and control/installation of repair parts.

Substitutions: Five years' experience is acceptable in lieu of vocational trade school.

**Fuel Distribution Operator****Duties:**

Receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and off-loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

**Requirements:**

Qualified candidates will have four years' experience in bulk storage and distribution systems operations, consisting of pipeline receipts and issues, barge, tanker loads, and offloads, terminal pipe pumping system, including pier/wharf facilities, and tanker truck loading rack operations.

**Education:**

Requires high school diploma or equivalent.

**Hazardous Material Manager****Duties:**

Responsible for performing all the necessary steps leading to the safe and legal transportation and disposal of hazardous materials which include but are not limited to the identification, packaging, manifesting, labeling, and transportation of hazardous waste.

**Requirements:**

Minimum of two years' experience in hazardous material management.

**Education:**

B.S./B.A. or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)



### **Hazardous Material Handler**

#### **Duties:**

Assist in performing the necessary steps leading to the safe and legal transportation of hazardous materials, which include but are not limited to the identification, packaging, placarding, labeling, and transportation of hazardous material. Assist in warehouse operations, material handling, storage, and distribution. Working knowledge of supply and logistics procedures.

#### **Requirements:**

Minimum of one year of experience in hazardous material handling, supply, and logistics.

#### **Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred;

HS Diploma or equivalent (GED) as minimum

### **Junior Hazardous Material Handler**

#### **Duties:**

**Assist in performing the necessary steps leading to the safe and legal transportation of** hazardous materials, which include but are not limited to the identification, packaging, placarding, labeling, and transportation of hazardous material. Assists in warehouse operations, material handling, storage, and distribution.

#### **Requirements:**

This is an entry level Hazardous Material Handler position.

#### **Education:**

B.S./B.A. or A.S./A.A. degree or equivalent (2 years exp.) preferred;

HS Diploma or equivalent (GED) as minimum



### **Material Expediter**

#### **Duties:**

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. The work involved may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

#### **Requirements:**

Minimum four years' experience in multiple maintenance supply fields required. Must be able to meet physical requirements associated with and/or pass any medical examination requirements related to performing daily assigned tasks. May be required to pass and maintain a security background check.

#### **Education:**

Requires high school diploma or equivalent.

### **Material Handling Laborer**

#### **Duties:**

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

#### **Requirements:**

Ability to perform lifting. Must be able to work at a fast pace. Previous manufacturing experience preferred.

#### **Education:**

Requires high school diploma or equivalent.



## **Order Filler**

### **Duties:**

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

### **Requirements:**

Desirable relevant work experience includes warehouse labor (receiving, order filling, shipping or customer service). Must be able to read and follow moderately sophisticated set of order filling instructions. May be required to work standing for much of the day. Ability to work at a fast, steady pace.

### **Education:**

Requires high school diploma or equivalent.

## **Forklift Operator**

### **Duties:**

Must be able to operate a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

### **Requirements:**

Minimum of two years of consecutive experience as a Forklift Operator. Ability to perform lifting. Inventory management experience preferred. Able to follow verbal or written instructions independently.

### **Education:**

Requires high school diploma or equivalent.

## **Shipping Receiving Clerk**

### **Duties:**

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. Follows established guidelines. Receives specific guidance from supervisor or other officials in handling unusual non-routine problems. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly



packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

**Requirements:**

Minimum of one year experience required in shipping or receiving. Professional written and verbal skills. Ability to perform lifting and work at a fast, steady pace. Ability to receive instruction and perform independently.

**Education:**

Requires high school diploma or equivalent.

**Shipping Packer**

**Duties:**

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

**Requirements:**

Minimum of zero to two years of related experience. Ability to perform lifting and work at a fast, steady pace. Ability to receive instruction and perform independently.

**Education:**

Requires high school diploma or equivalent.

**Store Worker I**

**Duties:**

Performs the following tasks at primarily a retail merchandise resale establishment in a retail environment: move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Maintains the display sales area by



straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

**Requirements:**

Minimum of one year of previous retail experience is required. Must be versatile and possess strong organizational skills as well as the ability to multi-task.

**Education:**

Requires high school diploma or equivalent.

**Stock Clerk (Shelf Stocker, Store Worker II)**

**Duties:**

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Sorts, or weighs, incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to size to fill order.

**Requirements:**

Minimum of one year of previous experience in retail stock room, warehouse, or store plus one year of previous retail experience is required. Must be versatile and possess strong organizational skills as well as the ability to multi-task.

**Education:**

Requires high school diploma or equivalent.



## **Tools and Parts Attendant**

### **Duties:**

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. Keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

### **Requirements:**

Minimum of one-to-three years of related previous experience involving receiving, storing, issuing, signing out, and checking in various tools, equipment, shop supplies, and repair parts in areas of maintenance or construction. Knowledge of various tools, parts, and equipment in stock, as well as skill in identifying, locating, and issuing specific items requested. Ability to use and maintain appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job and to do the work of the position under normal supervision.

### **Education:**

Requires high school diploma or equivalent.

## **Warehouse Specialist**

### **Duties:**

Requires an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

### **Requirements:**

Minimum one year general experience. Minimum one year specific experience with knowledge of all tools, equipment and supplies required by all functional areas. Familiarity with material handling equipment, mechanized material conveyor systems, hydraulics/pneumatics/electronics.

### **Education:**

Requires high school diploma or equivalent.



## **Heavy Equipment Mechanic**

### **Duties:**

Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

### **Requirements:**

Minimum of three-to-five years' experience in heavy industrial maintenance required. Must be highly experienced in the use of all welding techniques, have knowledge and working experience with machine shop tools and equipment, engines, including diesel-powered engines, pneumatic, hydraulic, and electrical systems. Ability to lift heavy items. Safety focus is a must.

### **Education:**

Requires high school diploma or equivalent.

## **Heavy Equipment Operator**

### **Duties:**

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. May read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

### **Requirements:**

Minimum of two years of experience in operating equipment, or the equivalent of education and hands-on training at a heavy equipment operating school. Positions may require the operator to read and interpret blueprints and construction notes, use computer software applications, have strong interpersonal skills to work with supervisors and their team and have basic knowledge about construction principles and practices. Valid CDL driver's license required. Ability to lift heavy items as well as read, understand, follow, and enforce safety procedures.

**Education:**

Requires high school diploma or equivalent.

**Machinery Maintenance Mechanic****Duties:**

Repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation.

**Requirements:**

Minimum of five-to-ten years' experience performing maintenance duties in a manufacturing setting. Must have the ability to read and interpret blueprints as well as maintenance instructions and procedure manuals. Ability to read, understand and follow electrical/ electronic prints for mechanical equipment and hydraulic and pneumatic systems prints. Good computer skills in Microsoft applications and internet-based solutions. Knowledge and practice of safe working techniques is a must.

**Education:**

Requires high school diploma or equivalent. Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Rigger****Duties:**

Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

**Requirements:**

Minimum three-to-five years working experience performing rigging duties. Ability to lift heavy items. Able communication skills.

**Education:**

Requires high school diploma or equivalent.

Substitution: Graduated from a technical school or industrial diploma.

**Woodworker****Duties:**

Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

**Requirements:**

Minimum two years general experience. Minimum one-year specific experience using wood shop tools, fabricating containers, or framing construction. Ability to read blueprints, measure fabrication materials, identify various materials for construction of wood containers; use saws, planers, sanders, drills, etc. Must have demonstrated skill to assemble/fabricate wooden containers, mount out boxes, stands, chests, skids and platforms.

**Education:**

Requires high school diploma or equivalent.

**Blocker and Bracer****Duties:**

Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary



trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

**Requirements:**

Minimum of two years blocker bracer or related experience (for example, carpentry). Must be able to read and accurately interpret and comply with blueprints, specifications and shipping/package instructions. Should have experience in configuring loads using weight, dimensions, and size of equipment on trucks, vans, trailers, railroad cars, sea vans, barges and ships.

**Education:**

Requires high school diploma or equivalent.

**Hatch Tender**

**Duties:**

Signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock, observes workers attaching or detaching slings to or from loads to determine moment for signaling, waves arms to indicate ready signal for transfer of cargo, and may alternate jobs with Winch Operator.

**Requirements:**

Minimum of two years Hatch Tender or related experience (for example, Winch Operator).

**Education:**

Requires high school diploma or equivalent.

**Line Handler**

**Duties:**

Secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.

**Requirements:**

Minimum of two years Line Handler or related experience.

**Education:**

Requires high school diploma or equivalent.



## **Stevedore I**

### **Duties:**

Loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. Guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage.

### **Requirements:**

Minimum of one-to-two years of related experience. Ability to perform heavy lifting.

### **Education:**

Requires high school diploma or equivalent.

## **Stevedore II**

### **Duties:**

Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled.

Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo gang consisting of Stevedore Is.

### **Requirements:**

Minimum of two-to-four years of related experience, with two years of specific Stevedore I experience. Ability to perform heavy lifting. Experience driving lift trucks. Able verbal and written communication abilities.

### **Education:**

Requires high school diploma or equivalent.



### **Drafter I**

#### **Duties:**

Under close supervision, following detailed instructions and procedures, performs detailing, redrawing, lettering, and tracing of elementary mechanical and electrical engineering drawing on components, assemblies, and engineering change orders from given data such as previous drawings, layouts, detailed sketches, notes, verbal instructions and standard references where work is checked frequently.

#### **Requirements:**

Equivalent of two years of mechanical drawing at high school level.

#### **Education:**

Requires high school diploma or equivalent.

### **Drafter II**

#### **Duties:**

Under limited supervision, prepares working plans, detailed drawings and complete mechanical or electrical drawings and layouts of components and assemblies, such as schematics interconnect lists, parts breakdown, printed circuit board tape ups, wire lists, etc. from notes verbal instructions and rough or detailed sketches for engineering or manufacturing purposes. May take measurements or make observations of shop and field installations; makes routine engineering computations, prepares specifications, and makes adjustments in drawings and specifications; prepares material lists and engineering orders, change requests, etc. Work involves judgment to a limited extent with references generally available.

#### **Requirements:**

Minimum of two years detail drafting, preferably in the high technology industry with an emphasis on electromechanical drawing.

#### **Education:**

Requires high school diploma or equivalent.



### **Drafter III**

#### **Duties:**

Under general supervision, following general instructions and with discretion as to work details, develops complete major layout and engineering drawings of complicated components and assemblies such as schematics, interconnect lists, parts breakdown, printed circuit board layouts, wire lists, etc. from notes, rough sketches or general instructions of engineers and designers; makes mathematical calculations as required; determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolations and sectioning; may use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration; contributes design modifications to improve quality of product or manufacturing operation.

#### **Requirements:**

Minimum of four years drafting experience, preferably in the high technology industry with an emphasis on electro-mechanical drawing. Shall have advanced drafting training, equivalent to two years of technical school. Working knowledge of tolerances, materials, finishes, etc.

#### **Education:**

Requires high school diploma or equivalent. As stated in requirements, shall have two years of technical school drafting training unless work experience equivalent has been met.

### **Drafter IV**

#### **Duties:**

Under general supervision, following general instructions and with discretion as to work details, develops complete major layout and engineering drawings of complicated components and assemblies such as schematics, interconnect lists, parts breakdown, printed circuit board layouts, wire lists, etc. from notes, rough sketches or general instructions of engineers and designers; makes mathematical calculations as required; determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolations and sectioning; may use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration; contributes design modifications to improve quality of product or manufacturing operation.

#### **Requirements:**

Minimum of five-to-eight years of related work experience. Software knowledge including ProjectWise, and Microsoft Office Suite (Word & Excel). Proficient using word processing, database software and strong typing skills. Proficiency in Microstation is desired but is not a requirement. Knowledge of Auto CAD is desired. Building and facilities CAEG experience. Experience in all disciplines to include Architectural, Structural, Mechanical, Electrical, and Electronic Engineering. Strong communications skills (e.g. ability to listen and follow detailed directions).

**Education:**

Requires high school diploma or equivalent. As stated in requirements, shall have two years of technical school drafting training unless work experience equivalent has been met. A 4-year degree is preferred, but not required.

**Graphic Artist****Duties:**

Works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. Capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

**Requirements:**

Minimum of two years graphic design experience. Excellent planning/organizational skills along with the ability to prioritize work to meet deadlines. Ability to multi-task with limited errors. Excellent verbal and written communication skills. Strong knowledge in applications such as Adobe InDesign, QuarkXPress, Photoshop and Illustrator. Demonstrated proficiency in both MAC and PC desktop operation.

**Education:**

Four-year degree in Graphic Design or related field, or equivalent combination of education and work experience.

**Instructor****Duties:**

Teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. Teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. Alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

**Requirements:**

Minimum two years of trainer/instructor experience. Strong technical aptitude and ability to train individuals at all technical levels. Proficiency with MS Office based operating systems and automation Software (i.e. Microsoft Excel, PowerPoint, Word, Outlook, Project). Shall have excellent oral/written skills. Some lifting ability for classroom set-up.

**Education:**

Bachelor degree from an accredited college in a related discipline, or equivalent experience/combined education, with three years of professional experience; or one year of professional experience with a related Master's degree.

**Technical Writer****Duties:**

Write and edit reports, manuals, briefs, proposals, training materials, and related environmental and administrative publications in print or electronic media. Support documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and multimedia productions. Provide documentation in presentation-ready copy using advanced word processing or publishing software.

**Requirements:**

Minimum of 3 years' experience in the writing or editing of technical documents.

**Education:**

B.S./B.A. degree or equivalent (A.S./A.A. + 2 years additional exp. or 4 years additional exp.)

**Technical Writer****Duties:**

Researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

Accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and



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detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. May draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Requirements:**

Minimum of five years technical or engineering writing experience.

**Education:**

Bachelor's degree in applicable technical field.

**Bus Driver**

**Duties:**

Drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. Records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

**Requirements:**

Must have two years prior bus driving experience, preferably in an urban area. Must possess a valid state Commercial Driver License with passenger (P) endorsement. Drivers shall be qualified, certified, and licensed in accordance with federal, state, and local regulations as applicable. Shall be in good health.

**Education:**

Requires high school diploma or equivalent.



## **Shuttle Bus Driver**

### **Duties:**

Drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

### **Requirements:**

Minimum of one year bus driving experience transporting passengers. Shall be able to lift a minimum of fifty lbs. Shall possess a CDL Driver's License Class A or B only, with a P2 Endorsement (passenger endorsement) and air brake endorsement required. No more than one moving violation in past three years, no at-fault accidents on driving record in the past three years, and no drug or alcohol related convictions on driving record (i.e. DUI/DWI).

### **Education:**

Requires high school diploma or equivalent.

## **Truck Driver, Light Truck**

### **Duties:**

Drives a straight truck, less than one and a half tons and usually four wheels, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

### **Requirements:**

Minimum one-to-three years driving light trucks. Driver license, possible commercial driver's license, issued in accordance with Federal Regulations, and no convictions. May require security clearance depending on customer location sites. Ability to read and understand maps.

### **Education:**

Requires high school diploma or equivalent.



### **Truck Driver, Medium Truck**

#### **Duties:**

Drives a straight truck, one and a half to four tons inclusive, usually six wheels, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

#### **Requirements:**

Minimum one-to-three years driving medium trucks. Driver license, possible commercial driver's license, issued in accordance with Federal Regulations, and no convictions. May require security clearance depending on customer location sites. **Requires medium truck driver's training, obtained either through commercial driver's school or military school, ability to read and understand maps.**

#### **Education:**

Requires high school diploma or equivalent.

### **Truck Driver, Heavy Truck**

#### **Duties:**

Drives a straight truck, over four tons and usually ten wheels, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

#### **Requirements:**

Minimum three-to-five years driving heavy trucks. Commercial driver's license, Class B, issued in accordance with Federal Regulations, and no convictions. May require security clearance depending on customer location sites. **Requires heavy truck driver's training, obtained either through commercial driver's school or military school, and ability to read and understand maps.**

#### **Education:**

Requires high school diploma or equivalent.



## **Truck Driver, Tractor-Trailer**

### **Duties:**

Drives a trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle, to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

### **Requirements:**

Minimum three-to-five years Over-the-Road driving experience. Commercial driver's license, Class A or Class B (depending on customer requirement), issued in accordance with Federal Regulations, and no convictions. May require security clearance depending on customer location sites. **Requires Class A or Class B training, obtained either through commercial driver's school or military school, and ability to read and understand maps.**

### **Education:**

Requires high school diploma or equivalent.

## **Subject Matter Expert V**

### **Duties:**

Subject matter expert in disciplines including, but not limited to: engineering, science, architect, medicine, technical research, education, training development, and all other professional services. Performs as a recognized expert in specifications and/or utilization in a specific domain.

### **Requirements:**

Minimum of five years' experience in related field.

### **Education:**

Doctorate or MD degree required. Or Master's Degree with fifteen years' experience.

## **Communications/Networking Engineer I**

### **Duties:**

1. Telecommunication and network planning
2. Engineering analysis
3. Network system development and implementation
4. Development of testing and diagnostic software



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5. Development of communication network software development tools
6. Telecommunications and network troubleshooting

**Requirements:**

A minimum two years of design and management of non-complex telecommunication and local and wide area networks (LANs/WANs) using similar software and hardware as those described in client requirements.

**Education:**

Bachelor's Degree in Computer Science, Computer Engineering, Electrical Engineering, or similar discipline. An additional two years of experience may be substituted for educational requirements.

**Communications/Networking Engineer II**

**Duties:**

1. Telecommunication and network planning
2. Engineering analysis
3. Network system development and implementation
4. Development of testing and diagnostic software
5. Development of communication network software development tools
6. Develop and implement systems to transfer information between disparate automated information systems
7. Develop and implement system access controls, data and system security, operating and maintenance, telecommunications, data transmission, database interoperability, network configuration management and open systems interconnection
8. Telecommunications and network troubleshooting

**Requirements:**

A minimum four years of design and management of progressively more complex telecommunication and local and wide area networks (LANs/WANs) using similar software and hardware as those described in client task order requirements.

**Education:**

Bachelor's Degree in Computer Science, Computer Engineering, Electrical Engineering, or similar discipline.



### **Communications/Networking Engineer III**

#### **Duties:**

1. Telecommunication and network planning
2. Engineering analysis
3. Network system development and implementation
4. Development of testing and diagnostic software
5. Development of communication network software development tools
6. Develop and implement systems to transfer information between disparate automated information systems.
7. Develop and implement system access controls, data and system security, operating and maintenance, telecommunications, data transmission, database interoperability, network configuration management and open systems interconnection
8. Telecommunications and network troubleshooting

#### **Requirements:**

A minimum six years of design and management of progressively more complex telecommunication and local and wide area networks (LANs/WANs) using similar software and hardware as those described in client task order requirements.

#### **Education:**

Bachelor's Degree in Computer Science, Computer Engineering, Electrical Engineering, or similar discipline.